NOTICE OF MEETING
Notice is hereby given that the next ordinary meeting of Council will be held on Tuesday 19 June 2018 in the Council Chambers, 43 – 51 Tanunda Road, Nuriootpa, commencing at 9.00am.

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

AGENDA

1. THE BAROSSA COUNCIL
   1.1 Welcome by Deputy Mayor Lange - meeting declared open
   1.2 Present
   1.3 Leave of Absence
      Mayor Sloane
   1.4 Apologies for Absence
   1.5 Minutes of previous meetings – for confirmation:
      Ordinary Council meeting – Tuesday 15 May 2018 at 9.00am
      Special Council meeting – Tuesday 15 May 2018 at 10.30am
      Special Council meeting – Wednesday 6 June 2018 at 5.00pm
      Special Confidential Council meeting – Wednesday 6 June 2018 at 5.19pm
      Special Confidential Council meeting – Wednesday 6 June 2018 at 5.22pm
   1.6 Matters arising from previous minutes
      Nil
   1.7 Notice of Motion
      Nil
   1.8 Questions on Notice
2. **MAYOR**
   2.1 Mayor’s report - *attached*

3. **COUNCILLORS’ REPORTS**
   3.1 Nil

4. **CONSENSUS AGENDA**
   4.1 **MAYOR**
      Nil

   4.2 **EXECUTIVE SERVICES**
      4.2.1 Communication and Engagement – Quarterly Report

   4.3 **CORPORATE & COMMUNITY SERVICES**
      4.3.1 **ACTING DIRECTOR**
      Nil

      4.3.2 **MANAGER FINANCIAL SERVICES**
      Nil

      4.3.3 **MANAGER COMMUNITY AND CULTURE**
      Nil

   4.4 **WORKS AND ENGINEERING**
      4.4.1 **DIRECTOR’S REPORT**
      4.4.1.1 Trees for Life

   4.5 **DEVELOPMENT & ENVIRONMENTAL SERVICES**
      4.5.1 **DEVELOPMENT SERVICES**
      Nil

      4.5.2 **ENVIRONMENTAL SERVICES**
      4.5.2.1 South Para Biodiversity Project Inc Committee

      4.5.3 **HEALTH SERVICES**
      4.5.3.1 Food Recalls
      4.5.3.2 Food Premises Inspections

      4.5.4 **REGULATORY SERVICES**
      Nil

      4.5.5 **WASTE SERVICES**
      Nil

5. **CONSENSUS AGENDA ADOPTION**
   5.1 ITEMS FOR EXCLUSION FROM CONSENSUS AGENDA
   5.2 RECEIPT OF CONSENSUS AGENDA
6. VISITORS TO THE MEETING/ADJOURNMENT OF MEETING

6.1 VISITORS TO THE MEETING
Nil

6.2 ADJOURNMENT OF COUNCIL MEETING

7. DEBATE AGENDA

7.1 MAYOR
Nil

7.2 EXECUTIVE SERVICES

7.2.1 CHIEF EXECUTIVE OFFICER

7.2.1.1 Quarterly Update to Delegations Register 19
7.2.1.2 Procurement Policy 33
7.2.1.3 Caretaker Policy 44
7.2.1.4 Nuriootpa Futures Association – In Kind Assistance 63
7.2.1.5 Remuneration Tribunal review of Council Member Annual Allowances 66
7.2.1.6 Ownership of Tanunda Recreation Park 68
7.2.1.7 Request for Assistance and Report Against 2017-18 Financial Year Business Plan – Barossa Food 72
7.2.1.8 Local Emergency Risk Management Project – Final Reports 75

7.3 CORPORATE AND COMMUNITY SERVICES

7.3.1 ACTING DIRECTOR

7.3.1.1 Consideration and Adoption of Audit Committee Resolutions 231
7.3.1.2 Community Assistance Scheme Committee Meeting Minutes and Community Assistance Scheme Grant Applications Outside of Guidelines 242

7.3.2 FINANCE

7.3.2.1 Monthly Finance Report (as at 31 May 2018) 287
7.3.2.2 Fees and Charges Register – 2018-2019 290
7.3.2.3 Public Submissions on the Draft Annual Budget & Business Plan 2018/19 Incorporating the Long Term Financial Plan 2018/19 to 2027/28 305
7.3.2.4 Discretionary Rate Rebates – 2018/2019 307

7.3.3 MANAGER COMMUNITY AND CULTURE

7.3.3.1 Social Inclusion Activities 315

7.4 WORKS AND ENGINEERING
7.4.1 DIRECTOR’S REPORTS
Nil

7.5 DEVELOPMENT AND ENVIRONMENTAL SERVICES
7.5.1 DEVELOPMENT SERVICES
Nil

7.5.2 ENVIRONMENTAL SERVICES
7.5.2.1 Gawler River Floodplain Management Authority (GRFMA) – Northern Floodway Project

7.5.3 HEALTH SERVICES
Nil

7.5.4 REGULATORY SERVICES
7.5.4.1 Nominations for the Adelaide and Mount Lofty Ranges Bushfire Management Committee
7.5.4.2 Bushfire Last Resort Refuge – Springton Oval

7.5.5 WASTE SERVICES
Nil

8. CONFIDENTIAL AGENDA
Nil

9. REPRESENTATIVES ON COUNCIL COMMITTEES REPORTS
Nil

10. OTHER BUSINESS
Nil

11. NEXT MEETING
11.1 Tuesday 17 July 2018 commencing at 9.00am

12. CLOSURE
Mayors Report to Council  
9th May 2018 to 12th June 2018

**MAY 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/05/2018</td>
<td>Lutheran Community Care Volunteer lunch</td>
</tr>
<tr>
<td>10 &amp; 11/05/18</td>
<td>Mainstreet Conference Port Pirie</td>
</tr>
<tr>
<td>15/05/2018</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>16/05/2018</td>
<td>SAROC Meeting in Adelaide</td>
</tr>
<tr>
<td>17/05/2018</td>
<td>GRFMA Board meeting at Playford Council</td>
</tr>
<tr>
<td>23/05/2018</td>
<td>Barossa Council Volunteers Luncheon at Tanunda</td>
</tr>
<tr>
<td>25/05/2018</td>
<td>Legatus Board meeting at Kapunda</td>
</tr>
<tr>
<td>26/05/2018</td>
<td>Photo op with Olympian Brooke Hanson at Rex</td>
</tr>
<tr>
<td>28/05/2018</td>
<td>PSG Meeting at Stirling</td>
</tr>
<tr>
<td>30/05/2018</td>
<td>Video recording for new “Waste” contract</td>
</tr>
<tr>
<td>31/05/2018</td>
<td>Mtg with CEO, Deputy Mayor and reps from Light Council</td>
</tr>
</tbody>
</table>

**JUNE 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/2018</td>
<td>Mtg with Steve Kaesler &amp; Nuri resident re water inundation issues</td>
</tr>
<tr>
<td>01/06/2018</td>
<td>The Advertiser interview re rate capping and LGA Board matters</td>
</tr>
<tr>
<td>03/06/2018</td>
<td>The Kegel Club 160th birthday celebrations</td>
</tr>
<tr>
<td>05/06/2018</td>
<td>Mtg with CEO, Deputy Mayor and Damian Brown from Concordia</td>
</tr>
<tr>
<td>05/06/2018</td>
<td>Mtg with Lyndoch resident re land development matters</td>
</tr>
<tr>
<td>06/06/2018</td>
<td>Reconciliation Week celebrations at Bushgardens</td>
</tr>
<tr>
<td>06/06/2018</td>
<td>CASC Meeting</td>
</tr>
<tr>
<td>06/06/2018</td>
<td>Special Council meeting</td>
</tr>
<tr>
<td>06/06/2018</td>
<td>Council workshop</td>
</tr>
<tr>
<td>09/06/2018</td>
<td>Supporting Barossa teams in SA Hockey Championships</td>
</tr>
</tbody>
</table>
4.2 CONSENSUS AGENDA – COMMUNICATIONS AND ENGAGEMENT OFFICERS

4.2.1 COMMUNICATION AND ENGAGEMENT – QUARTERLY REPORT

This report provides a quarterly snapshot of CMO activity for Elected Member information:

- Waste management education and communication
  - Education packs for distribution to ratepayers plus regional distribution
  - Multi-phase communication rollout (ongoing)
- The Big Project engagement
  - Barossa Culture Hub
  - Talunga Park
  - Murray Recreation Park
- Regional Growth Fund grant application and community engagement
- Local Government Elections awareness campaign
- Disability Action and Inclusion Plan community engagement
- Dogs and Cats Online community engagement
- Change Management Program internal communication

RECOMMENDATION
That Report 4.2.1 be received
4.4.1 CONSENSUS AGENDA – DIRECTOR’S REPORT

4.4.1.1
TREES FOR LIFE
B7401 18/31853

Trees for Life have provide Council with Bush for Life site activity reports for the period January – March 2018 which provides details of activities undertaken at various sites for Member’ information – see attached.

RECOMMENDATION:
That the report be received and noted.
Site Code and Name: BR003  Boehm Springs  
Owner:  Barossa Council  
Coordinator: Megan Lock  
Email/Phone: meganl@treesforlife.org.au / 0408 878 075

<table>
<thead>
<tr>
<th>Bushcare volunteers present</th>
<th>Carer on this site?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kym Smith</td>
<td>☐</td>
</tr>
<tr>
<td>Mick Abberley</td>
<td>☐</td>
</tr>
</tbody>
</table>

Mick and Kym targeting an isolated blackberry patch

Damage caused by deer is quite extensive throughout the site

Sea of Bracken Fern and Blackberry. Arum lilies are scattered throughout. The large patch of Arum lily located at the back is on the neighbouring property.

One very large Banksia tree located at the back of the site.
Comments:
Today’s activity consisted of walking over the site to assess what needed to be treated. Blackberry and Arum lily are the major weed issues on this site. The site is looking very dry and in desperate need of some water, as not only are the weeds suffering, so are the natives.
After slowly making our way through the site in the morning we began to treat isolated blackberry patches that are located towards the front of the site. One isolated Dog Rose was also treated.

Coordinator tasks
- ☑ Phytophthora precautions taken
- ☑ BFL sandwich board signs used
- ☐ Plant specimens/photos collected for ID
- ☐ Species list updated
- ☑ Photo points taken
- ☑ Map mark-up
- ☑ BFL sign(s) checked
- ☐ GPS points taken
- ☐ Work Zone Traffic Management
- ☐ Rubbish removed

Volunteer training activities conducted
- ☑ Site analysis
- ☑ Work strategy and time management
- ☑ Monitoring and photo points
- ☑ Minimal disturbance bushcare techniques
- ☑ WHS and hazard identification
- ☑ Visitor impact management
- ☑ Plant identification
- ☑ Communication and team building
- ☑ Use of tools and equipment
- ☑ Roadside safety discussed

Site support
This table provides bushcarers with some suggested priorities to work on in between visits from the coordinator. Remember, disturbance of the soil and soil coverings (moss, lichen etc) should be kept to a minimum, and large weeds should be cut into smaller pieces so they break down more quickly when scattered on site. Contact your Regional Coordinator if you have weeds for deep burial (e.g. bridal creeper), to discuss site strategy or issues, or for anything you are unsure of. Happy bushcaring!

<table>
<thead>
<tr>
<th>Priority</th>
<th>Weed/s, suggested actions, locations and timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blackberry: Continue to target isolated patches before making your way towards the core patch. Ideally remove the crown of the plant by following the canes to where they meet the ground and dig the crown out. If you are unable to remove the crown, cut and swab 1:5 glyphosate and water.</td>
</tr>
<tr>
<td>2</td>
<td>Dog Rose. Cut and swab 1:5 glyphosate and water.</td>
</tr>
<tr>
<td>3</td>
<td>Arum Lily: Continue to make paths through the Blackberry and Bracken Fern to get to the Arum Lilies. Arum Lily is quite difficult to control. Removing the flower heads will help minimise seed dispersal. Bag flowers for removal off site. For isolated plants, hand remove the tubers with a 2 prong digger. Keep in mind soil disturbance and if you think this is causing a lot, change methods. Application of herbicide can be quite effective if the right herbicide is used. R/C to treat with appropriate herbicide.</td>
</tr>
<tr>
<td>4</td>
<td>Weedy Grasses; Paspalum, Pussytail Grass. Use a serrated knife to cut underneath the tussocks to remove the plant. If the grass is seeding, the seeds will need to be taken off site. Dispose in household green bin, or for larger amounts I can arrange pickup.</td>
</tr>
</tbody>
</table>
On-ground works completed during site visit

<table>
<thead>
<tr>
<th>Type of activity</th>
<th>MiniBAT</th>
<th>No. of vols: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Megan Lock</td>
<td>Start time: 9:00am</td>
</tr>
<tr>
<td>Other TFL staff</td>
<td></td>
<td>End time: 12:30pm</td>
</tr>
</tbody>
</table>

Work undertaken:

<table>
<thead>
<tr>
<th>Main weed species / tasks</th>
<th>Treatment method (Herbicide, surfactant and rate)</th>
<th>Location of actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackberry</td>
<td>Hand removed the crowns with 2 prong diggers</td>
<td>Isolated patches in southern half of site</td>
</tr>
<tr>
<td>Dog Rose</td>
<td>Cut and swabbed with 1:5 Glyphosate &amp; water.</td>
<td>Southern end of site. 20m in from the gate</td>
</tr>
</tbody>
</table>

Upcoming activities:

5th June

<table>
<thead>
<tr>
<th>Other site issues</th>
<th>Details of follow-up actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary fence needs replacing/ attention</td>
<td>Contact Matt Elding from Barossa Council.</td>
</tr>
</tbody>
</table>
Site Code and Name: BR007 Magnolia Rd Reserve
Owner: Barossa Council
Coordinator: Megan Lock
Email/Phone: meganl@treesforlife.org.au / 0408 878 075

Bushcare volunteers present
Lyn Venables

Carer on this site?
✓

Tanunda Greenspace Connectivity Concept map.

Comments:
The purpose of today’s meeting was to discuss plantings that are happening outside of the Bush For Life Site. Chris Hall, who works with NRM as well as Barossa Council, has initiated a greenspace connectivity concept for Tanunda. He has identified several locations within close proximity of the BFL site as well as the Local primary school and Faith Lutheran College. The first few areas to be revegetated are located just outside the BFL site, and therefore Peter and I were asked to join in on the meeting. There are several parties involved which made the meeting very worth while attending. Although BFL will not have any involvement in the project, it is nice to hear what is happening outside the site and to make sure the BFL site will not be affected.
One issue that needed solving involved left over plants, which were suggested to be planted in the eastern half of the BFL site. As this site is heritage listed, the ability to plant is restricted. A brilliant idea of holding onto the left over plants and replacing plants that do not survive after being planted was suggested. As the plantings will take place by Rotary in March, the likelihood of more than average plants dying is high.

After the meeting, Peter, Lyn and I went for a walk into the BFL site. Lyn showed Peter around and explained how she strongly disagrees with seed being collected from this site. Peter agreed, as this site is quite venerable. The site is looking quite dry. The areas where we have been focusing on removing Perennial Veldt Grass is looking good.

Coordinator tasks

- ✓ Phytophthora precautions taken
- □ BFL sandwich board signs used
- □ Plant specimens/photos collected for ID
- ✓ Species list updated
- □ Photo points taken

- ✓ Map mark-up
- ✓ BFL sign(s) checked
- □ GPS points taken
- □ Work Zone Traffic Management
- □ Rubbish removed

Volunteer training activities conducted

- ✓ Site analysis
- ✓ Work strategy and time management
- ✓ Monitoring and photo points
- ✓ Minimal disturbance bushcare techniques
- ✓ WHS and hazard identification

- ✓ Visitor impact management
- ✓ Plant identification
- ✓ Communication and team building
- ✓ Use of tools and equipment
- ✓ Roadside safety discussed

Site support

This table provides bushcarers with some suggested priorities to work on in between visits from the coordinator. Remember, disturbance of the soil and soil coverings (moss, lichen etc) should be kept to a minimum, and large weeds should be cut into smaller pieces so they break down more quickly when scattered on site. Contact your Regional Coordinator if you have weeds for deep burial (e.g. bridal creeper), to discuss site strategy or issues, or for anything you are unsure of. Happy bushcaring!

<table>
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<tr>
<th>Priority</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Perennial Veldt Grass; Use a serrated knife to cut underneath the tussocks to remove the plant. If the grass is seeding, the seeds will need to be taken off site; otherwise it will reseed if left. Dispose in household green bin, or for large amounts I can arrange for council to collect. Conduct follow up in areas previously treated before pushing the weed front further out.</td>
</tr>
<tr>
<td>2</td>
<td>Olives; For small seedlings, cut below the lignotuber or hand remove if the soil is damp enough to do so. For larger plants, drill and fill technique is required. This can be conducted during the next site activity by the coordinator, as herbicide is needed.</td>
</tr>
</tbody>
</table>
4.5.2  CONSENSUS AGENDA – ENVIRONMENTAL SERVICES REPORT

4.5.2.1  SOUTH PARA BIODIVERSITY PROJECT INC. COMMITTEE

Minutes of the South Para Biodiversity Project Inc. Committee Meeting held 13 April 2018, are attached for information.

RECOMMENDATION:
That report items 4.5.2.1 be received.
## MEETING MINUTES

### South Para Biodiversity Project Inc.

### Committee Meeting

<table>
<thead>
<tr>
<th>Meeting Time and Date:</th>
<th>13th April 2018 10-11:30am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Venue:</td>
<td>Para Wirra Conservation Park</td>
</tr>
<tr>
<td>Attendees:</td>
<td>Helen Rapp Bourne, Faith Coleman, Steven brooks, Bruce Gotch, Damien Stam, Naomi Rea, Patsy Johnson, Jo Parks, Brooke Kerin, Veronica Clayton (minutes), Phil Gillett, Dragos Moise, Megan Lock, Tom Brookman (10:15)</td>
</tr>
<tr>
<td>Apologies:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agenda Items:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>1. Welcome and introductions</td>
<td>Visitor: Megan Lock- Trees for Life</td>
</tr>
<tr>
<td>2. Confirmation of previous meeting minutes for 19th April 2018</td>
<td>Amendment to previous minute meetings: Patsy advises that PED counter at Para Wirra should have been 16,000 and 5,000 at Warren CP. Proposed resolution: That the minutes of the 2017 annual general meeting be accepted. Moved: Patsy Johnson Seconded: Phil Gillett Passed/Not passed</td>
</tr>
<tr>
<td>3. ACTIONS ARISING:</td>
<td>Actions Arising</td>
</tr>
<tr>
<td>All members are invited to draft a letter regarding the favourable declaration of Ornithogalum thyrsoides which will support the correspondence that Helen will draft on behalf of the committee. Letters to be sent to the NRM Board, the Environment Minister and the Regional Animal and plant control. Helen to circulate the letter prior to sending to ensure that the committee approval is sought. Letter approved by committee for sending. Helen is asking for support letters from committee members and when received Helen to send letter.</td>
<td>Completed. Letter sent</td>
</tr>
<tr>
<td>Faith to draft a letter for support that SPBP Inc. provide a letter of support for DEWNR to co-ordinate effort in a review of illegal firewood collection amongst the agencies.</td>
<td>Ongoing. Faith to follow up</td>
</tr>
<tr>
<td>Kate to liaise with Jo re: survey data collected for adding to BDSA-</td>
<td>Ongoing; council drafting a license agreement</td>
</tr>
<tr>
<td>Hamish to send details of the remotely activated pig trap currently being utilised by SA Water</td>
<td>Ongoing. Phil advised of sightings of Feral pigs in SA Water. Damien to follow up</td>
</tr>
<tr>
<td>Tom to investigate permit and process to apply for permit for Basal Bark spraying with Garlon in South Australia for St John’s wort and Boneseed</td>
<td>Ongoing</td>
</tr>
<tr>
<td>All to consider project ideas suitable for a Fund My Neighbourhood grant and discuss further with Faith</td>
<td>Ongoing in case new round of grants is made available</td>
</tr>
<tr>
<td>Jo Park to invite Megan Lock who has expressed interest to be the Trees for Life representative on the South Para Biodiversity Project Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>Steven brooks to invite DTEI representative on the South Para Biodiversity Project Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>4. Chairpersons Report</td>
<td>As per AGM report: The SPBP has again this year continued to share, discuss ideas and pass on information, throughout the committee members. This I consider has a significant outcome for the SPBP members and hope it always continues. The Ornithogalum letters have been sent to Chris Daniels (NRM Board) and cc., to the Hon David Spiers MP.</td>
</tr>
</tbody>
</table>
Mr John Schutz and Mr Brenton Grear.
The Green Army “Troops” were again a boost to the weed control efforts, besides their gaining an appreciation for our environment.
A highlight in meetings was the joint meeting with the Northern Coasts and Plains committee. Information and activities were shared with a better understanding of different needs for different landscapes.
The next year to come will be interesting with a new state government and the changes that will occur

Helen Tabled and discussed Email received from John Schutz dated 12th April 2018 “Subject from A/Chief Executive from the Department for Environment and Water”

<table>
<thead>
<tr>
<th>5.</th>
<th>Treasurer’s Report:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Opening Balance: $145.03</td>
</tr>
<tr>
<td></td>
<td>Closing Balance: $145.03</td>
</tr>
</tbody>
</table>

| 6. | Ornithogalum progress with letter | As per Chairpersons report |

**Observations In the District:**
- **NRM- Veronica:**
  
  Tom is acting in Janine’s role- Ranger in Charge
  
  Attended NRM science conference and Threatened species Network meeting.
  
  Working on a submission for the purchase of a large private property to add to the protected areas.
  
  Sampson Flat fire recovery plant giveaway. Registrations for 1600 plants received. Will be delivering plants so that we are able to reconnect with previous fire affected landholders.
- **SA Water (Damian)**
  
  New remote trap being used. A change in legislation permitting sporting shooters with feral control with the approval for SAPOL to issue permits for the use of silencers.
  
  Internal workshop conducted in Barossa reservoir focusing on weed control workshop utilising minimal herbicide.
  
  New government has approved recreational access to various state reservoirs, including South Para.
- **Forestry SA No report**
- **National Parks (Tom)**
  
  Election commitments works to be finished by the end of April. Gawler view upgrades have been completed.
  
  Soft opening for camping in May with camping being made available to the general public on June 1st.
  
  Grazing pressure management: fire bans have seen a reduced effort. Work has occurred on Para Wirra and Para Woodlands. Next week will be Sandy Creek followed by Kaiserstuhl soon after.
  
  Steve Taylors retirement has affected the staffing
  
  Patsy asked if fires will be permitted in the camp grounds all year around. Tom advised he will be responding directly to Patsy at a later date.
  
  Para Wirra is Park of the month for May, activities are scheduled throughout the month.
  
  Helen voiced concerns re: phytopthora and contractor movement of soil and machinery.
- **Para Woodlands (Dragos)**
  
  Good survivorship of plantings
  
  Malleemesh guards available for giveaway
  
  Black faced woodswallows observed
  
  Grazing Pressure Management 33 roos, 1 fox, 1 hare controlled in one night
- **Friends of Para Wirra (Patsy)**
  
  Patsy re-elected as Friends president, Leonie Hobbs- Secretary, Kym Smith- Treasurer
  
  Boneseed working bees
  
  Plantings around the lake watered
  
  Misery Farm grant: Cape tulip and St Johns wort
  
  Steve’s farewell great night had, a great send off for someone who will be missed in a work capacity.
  
  Friends of Parks board meeting- 20 new rangers coming as election commitments.
- **City of Playford (Jo)**
  
  Investigating options for conservation protection of reserves in the City of Playford.
  
  Open space strategy guidelines involved in a review.
  
  Encouraging vegetation surveys prior to any development activity
  
  Draft internal roadside standards being developed to help preserve vegetation and habitat but also has an element of flexibility built in
- **Barossa Council (Naomi)**
Gary Mavrinack lobbying for environmental co-ordinator role to be funded by council
NRC meeting with planning department to encourage native plantings in new developments.
Bushgardens: Open day 6th May
  - Adelaide Hills Council (Steve B)
LGA Award State finalist for the development of the Native vegetation Roadside Marker System in the
environment and sustainability category.
Water Affecting Activities: Best Practice Operating Procedure (BPOP) signed up to an agreement with NRM
Biodiversity strategy up for review. Community feedback pending. 5 year review, ACTION: Steven Brooks to
advise.
  - Trees for Life (Megan)
BFL season has commenced, lack of rain has resulted in a slower start to OGW
Introductory workshop to be held at Barossa bushgardens
  - Community Representatives
-Faith
Focus has been on Coorong/Adelaide airport/Baroota and Fund my Neighbourhood grants
-Bruce
Would like to move a motion and Express his thanks to Steve Taylor for all the efforts over the years, seconded
by Helen, all agreed. THANKS STEVE and welcome to our committee as a landholder rep.
-Phil
Hot weather slowing down efforts.
Boneseed wild dog creek, has been moved back to Management Unit 31.
New volunteers recruiting many other to join the boneseed efforts.

<table>
<thead>
<tr>
<th>8.</th>
<th>Workshop Opportunities:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ecological guidelines for burning: Tim Kelly ACTION: Veronica to follow up</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.</th>
<th>Committee Membership and forward planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Membership Nomination: Megan Lock, representative from Trees for Life. Moved by Jo Park Seconded by Patsy Johnson. All agreed. Welcome to the committee.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>10.</th>
<th>Actions Arising</th>
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<tbody>
<tr>
<td></td>
<td>Faith to draft a letter for support that SPBP Inc. provide a letter of support for DEWNR to co-ordinate effort in a review of illegal firewood collection amongst the agencies.</td>
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<td></td>
<td>Kate to liaise with Jo re: survey data collected for adding to BDSA-</td>
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<td></td>
<td>Damien to follow up reported sightings of Feral pigs in SA Water.</td>
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<td>Tom to investigate permit and process to apply for permit for Basal Bark spraying with Garlon in South Australia for St John’s wort and Boneseed</td>
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<td>All to consider project ideas suitable for a Fund My Neighbourhood grant and discuss further with Faith</td>
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<td>Steven Brooks to advise when AHC Biodiversity Strategy is up for community consultation</td>
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<td></td>
<td>Veronica to follow up arranging an opportunity for Tim Kelly to come out to deliver a workshop on Ecological guidelines for burning.</td>
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<tr>
<th>11.</th>
<th>Next Meeting: June 8th 2018</th>
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<td>Meeting Close: 11:15</td>
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</tbody>
</table>
4.5.3 CONSENSUS AGENDA – HEALTH SERVICES REPORT

4.5.3.1 FOOD RECALLS
B5588

Consumer Level recalls were monitored for:

- Al Mina Mediterranean Patisserie Products:
  - Almond Baklava Triangle 250g
  - Walnut Baklava Triangle 250g
  - 5 piece Baklava Mix 250g
  - Cashew Baklava Triangle 250g
  - Four Finger Baklava 250g
  - Mixed Baklava 450g
  - Mina Baci Bites 200g
  - Chocolate Walnut Bites 200g
  - Chocolate Hazelnut Bites 200g
  - Chocolate Macadamia Bites 200g
  - Chocolate Almond Bites 200g

- Red Kellys Tasmania Creamy Caesar Dressing (250 ml)

RECOMMENDATION:
That the report item 4.5.3.1 be received.
4.5.3 CONSENSUS AGENDA – HEALTH SERVICES REPORT

4.5.3.2 FOOD PREMISES INSPECTIONS

B4573

During the month of May 2018 the following food businesses were inspected for their compliance with the Food Act 2001.

- The Company Kitchen – Routine inspection
- The Williamstown General – Follow up inspections
- Totness Inn Hotel – Routine inspection
- Mount Pleasant Hotel Motel – Routine inspection
- Foodland Barossa Fresh – Routine inspection
- Apex Bakery – Follow up inspection

FOOD SAFETY AUDITS

- Southern Barossa Community Child Care Centre
- Goodstart Early Learning Centre Nuriootpa
- Abbeyfield Society District of Barossa Inc.

RECOMMENDATION:
That the report items 4.5.3.2 be received.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.1 QUARTERLY UPDATE TO DELEGATIONS REGISTER
B7510

PURPOSE

Council is asked to delegate those amended and additional powers to the Chief Executive Officer which are now available under the Development Regulations 2008 and the Local Government Act 1999.

RECOMMENDATIONS

(1) Revocation of Delegations

The Council hereby revokes delegations to the Chief Executive Officer of those powers and functions under the:

(a) Development Regulations 2008 at Regulation 83(3) and which is specified in an extract contained in Attachment 1 of this report; and

(b) Local Government Act 1999 at sections 224 and 225(1) and which are specified in an extract contained in Attachment 2 of this report.

(2) Delegations made under the Development Act 1993

(a) In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the Council hereby delegates to the person occupying the office of Chief Executive Officer of the Council the powers and functions contained in Development Regulations 2008 at Regulation 83(3) and which is specified in an extract contained in Attachment 1 of this report.

(b) Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fits and in accordance with the relevant legislation.
Delegations made under the Local Government Act 1999

(a) In exercise of the power contained in Section 44 of the Local Government Act 1999, the Council hereby delegates to the person occupying the office of Chief Executive Officer of the Council the powers and functions under the Local Government Act 1999 at sections 225(4), 225A(1) and 225A(4) and which are specified in an extract contained in Attachment 2 of this report.

(b) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit and in accordance with the relevant legislation.

(4) That the Instruments of Delegation under these Acts be amended in accordance with this resolution.

Background
Council may only exercise those powers and functions which are conferred on it by legislation. The ways in which Council may exercise its powers and functions are:

- when the Elected Body itself exercises the power or function at a formally constituted meeting; and
- when the legislation enables it, a power or function may be delegated pursuant to an Instrument of Delegation and exercised in the name of a delegate.

Used well, delegations greatly assist Council by enabling the Elected Body to progress with the strategic element of local government and leave the day-to-day operations and administration to the staff who have the relevant expertise and experience to deal with such matters - thus improving effectiveness and efficiency.

Introduction
The Barossa Council’s Delegations Register is reviewed each financial year in accordance with section 44(6) of the Local Government Act 1999, and by way of best practice quarterly, and amended if the Local Government Association’s Quarterly Reviews or urgent updates recommend that amended Instruments of Delegation be immediately adopted.

The review before Council today is a quarterly one, on advice from the LGA which has identified updates to the delegation templates and confirms that new delegations should be in place as soon as possible.

Discussion
1. Development Regulations 2008

The amendment to the Development Regulations at Regulation 83(3) means that Council no longer has a discretion to waive the requirement for a statement of compliance for designated buildings, so Council will have to check the types of
cladding material being used in certain types of buildings. This amendment supports the introduction of the Development (Building Cladding) Variation Regulations 2018. Amendments are provided by way of track-changes in attachment 1.

2. Local Government Act 1999

The Local Government Act 1999 has new and amended delegations regarding the issuing and cancelling of permits and adopting and amending location rules for the purposes of mobile food vending businesses. Amendments are provided by way of track-changes in attachment 2.

By way of summary the following amendments and additions are:

- Section 224, 225(1), and (4) regarding cancellation of authorisation or permit
- Section 225A(1) and (4) regarding location rules.

Attachment 3 is the LGA’s Table of Delegations Updates which outlines the required changes to powers and functions of its Instruments of Delegations under the Development Act and Regulations and the Local Government Act.

Summary and Conclusion
Council is now asked to approve the new and amended powers for delegation to the CEO.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Proposed amendments to Instrument of Delegation under the Development Regulations 2008
Attachment 2: Proposed amendments to Instrument of Delegation under the Local Government Act 1999
Attachment 3: Local Government Association Table of Updates for quarter ending March 2018

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

How We Work – Good Governance

Corporate Plan
How we work – Good Governance:
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislation
Local Government Act 1999: Sections 44(6), 224, 225, 225A
Development Regulations 2008

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
There are no financial considerations.

Resource
Facilitation of these delegations to the CEO will be undertaken according to officer’s existing duties.
Risk
The risk of having ineffective or invalid delegations is minimised as the delegations being considered have been recommended by Norman Waterhouse Lawyers (which prepared the Instruments for the LGA). It is imperative that delegations are validly made as consequences of ineffective or invalid delegations include:
- the exercise of power may fail – ie the decision made may be liable to being overturned by a court
- the cost of a successful challenge to a decision made without lawful delegation will likely be borne by the Council
- where the unlawful exercise of the power has caused loss or damage the Council may be liable for such loss or damage.

COMMUNITY CONSULTATION
There is no legislative requirement to consult the community in this situation, nor, in officers’ opinions, do the particular circumstances require it as the delegations themselves are based on prescribed LGA templates where there is no option for amendment through community feedback.

For transparency, the community has access to the delegations register on Council’s website so is made aware of the powers of the CEO as delegated by the Council, and also the powers of officers as sub-delegated by the CEO.
## Development Act 1993 and Development Regulations 2008

### CHANGED Provisions

<table>
<thead>
<tr>
<th>#</th>
<th>Delegation Source</th>
<th>Section</th>
<th>Item Delegated / Authorisation</th>
<th>Conditions and Limitations</th>
<th>Delegate / Authorised Officer</th>
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</thead>
<tbody>
<tr>
<td>11261</td>
<td>Development Regulations 2008</td>
<td>83(3)</td>
<td>98. Certificates of Occupancy</td>
<td></td>
<td>MDS, BS, AO-B, AC-B</td>
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</tbody>
</table>

98.3 The power pursuant to Regulation 83(3) of the Regulations to, other than in relation to a designated building on which building work involving the use of a designated building product is carried out after the commencement of the Development (Building Cladding) Variation Regulations 2018, dispense with the requirement to provide a Statement of Compliance under Regulation 83(2)(a) if the Delegate is satisfied that a person required to complete 1 or both parts of the Statement has refused or failed to complete that part and that the person seeking the issuing of the certificate of occupancy has taken reasonable steps to obtain the relevant certification(s) and it appears to the Delegate that the relevant building is suitable for occupation.
## NEW Provisions

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<thead>
<tr>
<th>#</th>
<th>Delegation Source</th>
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<tr>
<td>190878</td>
<td>Local Government Act 1999</td>
<td>s225(4)</td>
<td>113. Cancellation of Authorisation or Permit</td>
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<td></td>
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<td></td>
<td>113.4 The power pursuant to Section 225(4) of the Act if the Council cancels a permit under Section 225(1)(a) of the Act, to specify at the time of cancellation a period (not exceeding six months) that an application for a permit for the purposes of a mobile food vending business under Section 222 of the Act must not be made by or on behalf of the person who, before the cancellation, held the permit.</td>
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<td>190879</td>
<td>Local Government Act 1999</td>
<td>s225A(1)</td>
<td>113A Location Rules – General</td>
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<td>113A.1 The power pursuant to Section 225A(1) of the Act and subject to Section 225A(2) of the Act, to prepare and adopt rules (location rules) that set out locations within the Council area in which mobile food vending businesses may operate.</td>
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<tr>
<td>190880</td>
<td>Local Government Act 1999</td>
<td>s225A(4)</td>
<td>113A Location Rules – General</td>
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<td>113A.2 The power pursuant to Section 225A(4) of the Act to:</td>
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<td>113A.2.1 from time to time amend the Council’s location rules;</td>
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<td>113A.2.2 amend its location rules in order that the rules comply with:</td>
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<td>113A.2.2.1 any requirement specified by the Minister under Section 225A(2)(b) of the Act; or</td>
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</table>
ATTACHMENT 2

113A.2.2.2 any direction given by the Small Business Commissioner under Section 225A(7) of the Act.

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### CHANGED Provisions

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<tr>
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<td>12512</td>
<td>Local Government Act 1999</td>
<td>s224</td>
<td>112. Conditions of Authorisation or Permit</td>
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<td>DWES, MES, MO, CO, PC, GI, MRS</td>
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<td>112.1 The power pursuant to Section 224 of the Act subject to Sections 224(2) and (4) of the Act to grant an authorisation or permit under Division 6 of Part 2, Chapter 11 on conditions the Delegate considers appropriate.</td>
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<td>12513</td>
<td>Local Government Act 1999</td>
<td>s225(1)</td>
<td>113. Cancellation of Authorisation or Permit</td>
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<td>DCCS, DDES, DWES, MES, MO, CO, PC, GI, MRS</td>
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<td></td>
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<td></td>
<td>113.1 The power pursuant to Section 225(1) of the Act by notice in writing to the holder of an authorisation or permit.</td>
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</table>
113.1.1. in the case of a permit for the purposes of a mobile food vending business under Section 222 of the Act – cancel the permit for breach of a condition if the breach is sufficiently serious to justify cancellation of the permit; or

113.1.2 in the any other case - cancel the authorisation or permit for breach of a condition.

12591  Local Government Act 1999 136D.  136D. investigatorsDeliberately left blank

This power remains with Council - delegation does not apply.

DELETED Provisions

<table>
<thead>
<tr>
<th>#</th>
<th>Delegation Source</th>
<th>Section</th>
<th>Item Delegated / Authorisation</th>
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<td>12592</td>
<td>Local Government Act 1999</td>
<td>136D.2</td>
<td>136D. Deliberately left blank 136D.2 Deliberately left blank</td>
<td>This power remains with Council - delegation does not apply.</td>
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<td>12515</td>
<td>Local Government Act 1999</td>
<td>s225(3)</td>
<td>113. Cancellation of Authorisation or Permit 113.3 The power pursuant to Section 225(3) of the Act to determine if a shorter period of notice should apply under Section 225(2)(a) of the Act, to protect the health or safety of the public, or otherwise to protect the public interest.</td>
<td>DCCS, DDES, DWES, MO</td>
<td></td>
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</tbody>
</table>
# ATTACHMENT 3

**LOCAL GOVERNMENT ASSOCIATION**

**UPDATES OF DELEGATION TEMPLATES ON WEBSITE**

(Note: Paragraph references below refer to updated version – As at 31 March 2018)

<table>
<thead>
<tr>
<th>Act Document/ Page on Website</th>
<th>Para number in instrument which contain changes</th>
<th>Section number of Act/ Regulation</th>
<th>Whether change is Addition/ Amendment/ Deletion</th>
<th>Reason for change</th>
<th>Date of latest version</th>
<th>Recommendation</th>
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<td>Instrument of Delegation under the Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014</td>
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<td>Reg 83(3)</td>
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<td>31 March 2018</td>
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<td>31 March 2018</td>
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<td>Notification of Subdelegations for Council Officers</td>
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<th>Reason for change</th>
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7.2.1. EXECUTIVE SERVICES - DEBATE

7.2.1.2 PROCUREMENT POLICY
18/34029

Author: Manager Strategic Projects

PURPOSE
To present an updated version of Council’s Procurement Policy for consideration and approval.

RECOMMENDATION
That Council:

(1) Approves the updated Procurement Policy.

(2) Approves the delegation of authority to the Chief Executive Officer to review, update and approve as necessary, supporting processes to facilitate implementation of the Procurement Policy.

(3) Approves the delegation of authority to relevant Directors to approve tenders up to the value of $250,000.

(4) Approves the delegation of authority to the Chief Executive Officer to approve tenders up to the value of $1 million.

REPORT

Background
Council’s Procurement Policy was last updated and approved at the Council Meeting of 21 June 2016. In accordance with Council’s biennial policy review cycle, the attached Procurement Policy has been reviewed and is presented for Council’s consideration and approval.

Introduction
Given the continued success of Council’s procurement framework combined with the introduction of minimal legislative change since the last policy update, only one key change in relation to tender approval thresholds has been recommended.

Discussion
The updated Procurement Policy provides overarching strategic, principle based guidance on Council’s procurement activity in accordance with Section 49 of the Local Government Act 1999 (the Act) and best practice principles in procurement. The policy defines the methods by which Council can acquire goods and services.
and sets out principles aimed at ensuring probity, accountability, responsibility, fairness, equity, consistency of approach and effective outcomes for Council.

In reviewing the existing procurement policy, consideration has been given to the increase in the organisation’s maturity in procurement lifecycle management and opportunities for further enhancing efficiency in procurement activity.

With ongoing growth in collaborative procurement and a general transition towards the lengthening of contract terms to multiple years to attract a broader supplier pool and more competitive rates, an increasing number of tenders covering Council’s operational and capital activity are being presented to Council for approval as they exceed the CEO’s current delegated threshold of $500,000. To increase tendering efficiency and in light of the high probity, transparency and accountability standards maintained for Council tenders it is recommended that Council give consideration to the review of tender approval arrangements embedded within the Procurement Policy’s supporting processes to offer a more flexible and efficient decision making process.

Specifically, it is recommended that the delegation of the Chief Executive Officer be increased to $1 million for approval of tenders and that Directors be delegated authority to approve tenders up the value of $250,000. As per previous arrangements, where the Chief Executive Officer determines that a tender is of a Commercial or Community Sensitive nature, it will continue to be presented to Council for approval.

To this end, it is proposed that Council’s procurement thresholds are amended as follows:

<table>
<thead>
<tr>
<th>Value of Purchase ($)</th>
<th>Method of Procurement</th>
<th>Approver</th>
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</thead>
<tbody>
<tr>
<td>Stream 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 20,000</td>
<td>Direct Purchase Based on Advertised Price or Written Quotation</td>
<td>As per Council Delegation Register</td>
</tr>
<tr>
<td>$20,001 - $100,000</td>
<td>3 Written Quotations or Direct from Panel</td>
<td>As per Council Delegation Register</td>
</tr>
<tr>
<td>$100,001 - $250,000</td>
<td>Open Tender or Select Tender (minimum 3 tenderers) Where Justification Exists</td>
<td>Relevant Director Unless determined by the CEO that the tender is of Commercial or Community Sensitivity Whereby Approval Must Be Via the CEO</td>
</tr>
<tr>
<td>$250,001 - $1,000,000</td>
<td>Open Tender</td>
<td>Chief Executive Officer Unless determined by the CEO that the tender is of Commercial or Community Sensitivity Whereby Approval Must Be Via Council</td>
</tr>
<tr>
<td>Stream 2</td>
<td>$100,000,001 and above</td>
<td>Open Tender</td>
</tr>
</tbody>
</table>


The above approach is consistent with our partner Councils within the Barossa Regional Procurement Group, who whilst having varying thresholds to trigger full council consideration and approval of tenders, all make provision for the Chief Executive Officer to approve tenders of either up to $1 million where an approved budget exists.

**Summary and Conclusion**
Council’s Procurement Policy has been reviewed and updated with only one key change in relation to tender approval thresholds. The updated documented is now presented for Council’s consideration and approval.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
The Barossa Council Procurement Policy

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Business and Employment**
How We Work – Good Governance

**Corporate Plan**
5.6 Implement purchasing initiatives that generate savings or reduce expenditure growth and grow the capacity of local suppliers to obtain Council contracts.
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

**Legislative Requirements**
Independent Commissioner Against Corruption Act 2012
Local Government Act 1999 – Sections 7, 8, 48 and 49
South Australian Work Health and Safety Act 2012
South Australian Work Health and Safety Regulations 2012

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
The updated Procurement Policy provides guidance for the acquisition of goods, works, services and contractors across all aspects of the procurement lifecycle to ensure that Council funds are expended in accordance with approved budgets and procurement activity demonstrates value for money.

It is anticipated that further administrative and time efficiencies will be achieved as a result of the amendment of Council’s approval thresholds for the Chief Executive Officer and Directors.

Given the alignment of the proposed changes with our partner Council’s delegation and approval thresholds, and the undertaking by the Chief Executive Officer to refer tenders of commercial or community sensitivity to Council for approval it is anticipated that the proposed amendments to the procurement policy and supporting process will not present any unacceptable risks.
COMMUNITY CONSULTATION
Community consultation is not required under the Act or Council’s Public Consultation Policy.

Further, the Procurement Policy is based on the Local Government Association’s Best Practice Model policy, which in turn is based on legal advice as to legislative compliance and best practice.
**THE BAROSSA COUNCIL**

**PROCUREMENT POLICY**

| Corporate Plan Link: | Business and Employment – 5.6  
<table>
<thead>
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<td>CEO</td>
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<td>Document Control Officer:</td>
<td>Manager Strategic Projects</td>
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<td>TBA/06/2018</td>
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## 1. Purpose

1.1 In compliance with Section 49 of the Local Government Act 1999 (Act) and best practice principles in procurement, this policy seeks to:
- define the methods by which Council can acquire goods and services;
- demonstrate probity, accountability and responsibility of Council to all stakeholders;
- be fair and equitable to all parties involved;
- enable consistency of approach in the application of procurement processes; and
- ensure that the best possible outcome is achieved for Council.

## 2. Scope

2.1 This policy informs procurement activities associated with the acquisition of goods, works, services or consultants and covers all aspects of the procurement lifecycle including planning, risk management, tendering, purchasing, contracting and financial control.

2.2 This policy applies to anyone who undertakes or is involved in procurement activities on behalf of Council. Compliance with the provisions set out in this policy is mandatory unless expressly indicated otherwise.

2.3 The procurement restrictions documented in Council’s Caretaker Policy will apply during all periods when Council operates in Caretaker Mode.

2.4 This policy does not cover the following:
- non-procurement expenditure such as sponsorships, grants, funding arrangements, donations (refer to Community Assistance Scheme Policy) and employment contracts (Human Resource Management Policy);
- real property acquisitions;
- the disposal of land and other assets owned by Council; or
- the purchase of land by Council.

## 3. Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
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<tbody>
<tr>
<td>Council</td>
<td>The Barossa Council</td>
</tr>
<tr>
<td>Goods</td>
<td>A physical or tangible item that does not include a labour component.</td>
</tr>
<tr>
<td>Local Supplier</td>
<td>A supplier which is beneficially owned by persons who are residents or ratepayers of The Barossa Council, or has its principal business within The Barossa Council, or a business that substantially employs persons who are residents or ratepayers.</td>
</tr>
<tr>
<td>Non-Local Supplier</td>
<td>A supplier which is not a local supplier</td>
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<tr>
<td>-------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Personnel</td>
<td>Employees (including trainees), Volunteers and Elected Members</td>
</tr>
<tr>
<td>Procurement</td>
<td>A series of activities that are undertaken when purchasing goods, works and services, based on three key phases: planning, purchasing and Contract Management.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>The process by which an organisation contracts with another party to obtain the goods and services required to fulfil its business objectives.</td>
</tr>
<tr>
<td>Service</td>
<td>The performance of a task, duties or work for another, by an individual or an organisation, which normally involves the provision of labour and/or professional services.</td>
</tr>
<tr>
<td>Supplier</td>
<td>A person or entity that provides goods, works or services to The Barossa Council.</td>
</tr>
</tbody>
</table>
| Worker            | A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:  
                           a) an employee; or  
                           b) a contractor or subcontractor; or  
                           c) an employee of a contractor or sub-contractor; or  
                           d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or  
                           e) an outworker; or  
                           f) an apprentice or trainee; or  
                           g) a student gaining work experience; or  
                           h) a volunteer; or  
                           i) a person of a prescribed class.  
                           (as defined in the WHS Act, 2012 (7)) |
| Works             | All work necessary for the completion of the Contract including any variations ordered or agreed by the Superintendent. |

4. **Policy Statement**

4.1 **Policy Objectives**

Council is committed to ensuring that all procurement activities deliver the following objectives:
- providing for fair, equitable, competitive and ethical behaviour in all procurement activities;
- obtaining value for money;
- ensuring probity, accountability and transparency;
- effective management of the end to end procurement lifecycle;
- identification and management of risk;
- consideration of environmental protection principles;
- providing reasonable opportunity for local economic development and social inclusion; and
- ensuring compliance with all relevant legislation.

4.2 **Procurement Principles**

Council’s procurement is underpinned by the following key principles:

**Principle 1 – Open and Fair Competition**

Open and fair competition will be fostered and maintained by providing suppliers and contractors with appropriate access to Council’s procurement opportunities. Council will ensure, where reasonably practicable, that:
- there is reasonable access for all suitable and competitive suppliers and contractors to the Council’s business;
- where market circumstances limit competition, procurement activities recognise this and associated methodology takes account of it; and
• adequate, identical and timely information is provided to all suppliers to enable them to quote or tender.

Personnel authorised to engage in procurement activities on behalf of The Barossa Council will, at all times, undertake their duties in an ethical, open and impartial manner, act responsibly, behave professionally and exercise sound judgement.

**Principle 2 – Value for Money**

Value for money is not restricted to price alone. To ensure the best value for money, Council may assess the following:
• the contribution to Council’s long term plan and strategic direction;
• any relevant direct and indirect benefits to Council, both tangible and intangible;
• efficiency and effectiveness of the proposed procurement activity;
• the performance history, quality and scope of services, and support of each prospective supplier;
• fit for purpose of the proposed goods, works or service;
• whole of life costs including acquiring, using, maintaining and disposal;
• Council’s internal administration costs;
• technical compliance issues;
• risk exposure;
• prevailing market forces and trends;
• the value of any associated environmental benefits;
• local economic development and social inclusion; and
• other relevant matters identified in specific procurement process documentation.

**Principle 3 – Probity, Accountability and Transparency**

Council will demonstrate accountability in procurement by ensuring that decisions are able to be explained, and evidence provided, to ensure that an independent third party can clearly see that a fair and reasonable process has been followed. Personnel must be able to account for all decisions and provide feedback on them. Additionally, an audit trail will be visible for all procurement activities for monitoring and reporting purposes.

Delegations define the limitations within which Council personnel are permitted to work. Council personnel will not incur expenditure unless they have a delegated authority and funds are allocated for that specific expenditure in a budget approved by Council (refer to Annual Budget/Business Plan Policy).

All tenders where the value of the tender exceeds $1,000,000 exclusive of GST will be subject to consideration and approval by the Council Elected Body.

**Principle 4 – Effective Management of the End to End Procurement Lifecycle**

The procurement lifecycle includes all of the steps and tasks within the procurement process, from need identification and data gathering to contract management, delivery of goods/services/works and relationships with suppliers.

Council personnel will determine appropriate methodology within the various steps of the procurement lifecycle including planning, risk management, tendering, purchasing, contracting and financial control with regard to the scale, complexity and importance of the goods, works, services or consultancies being acquired.

**Principle 5 – Identification and Management of Risk**

**Risk Assessment**
Council personnel will ensure that appropriate practices and procedures of internal control and risk management are in place for its procurement activities, including risk identification, assessment and implementation of controls.
Procurement risk assessments will focus on assessing a potential supplier’s capacity and capability to meet Council’s requirements and identify any other factors which might result in works, goods or services not being successfully delivered.

**Risk Based Approach to Market**
Council’s approach to market will be influenced by procurement risk assessments, with high risk acquisitions requiring more formal procurement planning methodologies and higher levels of management oversight.

**Work Health Safety**
Council is committed to protecting health, safety and welfare. Council personnel will ensure that its procurement activities protect the health, safety and welfare of its workers, elected members, customers and community.

**Principle 6 - Environmental Protection**
Council endeavours, where reasonably practicable, to promote environmental protection through its procurement processes. This may include:
- adopting purchasing practices which conserve natural resources;
- aligning Council’s procurement activities with principles of ecological sustainability;
- purchasing recycled and environmentally preferred products where possible;
- integrating relevant principles of waste minimisation and energy efficiency;
- fostering the development of products and services which have a low environmental impact; and
- providing leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services.

**Principle 7 – Encouragement of Competitive Local Business & Industry**
With the aim of achieving a value for money outcome, Council will endeavour to, at its discretion and to the full extent permitted by law, support local businesses by:
- promoting to local businesses opportunities to supply to the Council;
- structuring the purchasing processes to be accessible to all businesses;
- giving preference to local business when all other commercial considerations are equal;
- ensuring, where possible, that specifications and purchasing descriptions are not structured so as to potentially exclude local suppliers and contractors; and
- consider economic and social inclusion elements such as employment creation and training opportunities, specifically within the Barossa Regional Procurement Group (BRPG) of Council areas (ie The Barossa Council, Adelaide Plains Council, Light Regional Council, Town of Gawler and Mid Murray Council).

**Principle 8 - Ensuring Compliance with all Relevant Legislation.**
Relevant legislative requirements include, but are not limited to:
- Local Government Act 1999, Section 48, 49 and Section 125 – Prudential Management, Expenditure of Funds & Procurement Policy, Practices & Procedures
- Local Government (Elections) Act 1999, Section 91A
- South Australian Work Health Safety Act, 2012
- South Australian Work Health Safety Regulations 2012
- Freedom of Information Act 1991
- Ombudsman Act 1971
- Trade Practices Act 1974
- Competition Policy Reform (South Australia) Act 1996
- State Records Act 1997
- Code of Conduct for Employees
4.3 **Methods of Procurement**

To meet requirements in relation to open and fair processes, Council will select an approach to market method best suited to ensuring that the procurement activity delivers the most advantageous outcome for Council and our community.

Council may, having regard to its Procurement Principles and any other factors considered relevant by the Council, at its absolute discretion determine appropriate procurement methods, the details of which are outlined within administrative processes supporting this Policy.

The appropriate method of procurement will be determined by reference to a number of factors including:
- value of the purchase;
- cost of an open market approach versus the value of the acquisition and the potential benefits;
- the particular circumstances of the procurement activity;
- the objectives of the procurement;
- the size of the market and the number of competent suppliers;
- Council’s leverage in the market place;
- time constraints; and
- a comprehensive assessment of the risks associated with the relevant activity and/or project, including the risk profile of the procurement and any risks associated with the preferred procurement method.

4.4 **Exemptions from this Policy**

This Policy contains general guidelines to be followed by the Council in its procurement activities. There may be emergencies or procurements in which a tender process will not necessarily deliver the best outcome for Council, and other market approaches may be more appropriate.

The authority to provide an exemption from using the required method of procurement will be delegated to the Chief Executive Officer or the relevant Department Director in accordance with expenditure sub-delegations as prescribed in Council’s Delegations Register. Reasons for any exemption to the procurement method must be documented and registered in Councils Electronic Document Records Management System.

4.5 **Delegations**

Expenditure sub-delegations, detailing authorised purchasers and purchasing limits are prescribed in Council’s Delegations Register at Appendix 13 (Local Government Act 1999).

4.6 **Authorised Agents**

Council may, from time to time, and in accordance with section 37(b) of the Local Government Act 1999 appoint Authorised Agents to enter into a contract on behalf of Council, which includes expending Council’s approved budgeted funds. Such authorisations will always be subject to provision of an approved budget allocation for the expense. The names, appointment dates and limitations of all Authorised Agents will be maintained in the Register of Authorised Persons.

5. **Supporting Process**

5.1 The following documents provide operational guidance for the implementation of this Policy:
- Procurement Planning, Sourcing and Selection Process
- Purchasing Process
- Contract and Contractor Management Process
6. Related Policies and Codes

6.1 The following policies inform key provisions within this Policy:
- The Barossa Council Risk Management Policy
- The Barossa Council Internal Audit Policy
- The Barossa Council Work Health and Safety and Injury Management Policy
- The Barossa Council Caretaker Policy
- The Barossa Council Work Health and Safety Contractor Management Policy
- The Barossa Council Annual Budget/Business Plan Policy
- The Barossa Council Prudential Management Policy

7. Legislation and References

7.1 The following references informed the development of this Policy:
- The Barossa Council Strategic Plan
- Freedom of Information Statement
- The Local Government Association Procurement Handbook

8. Review

8.1 This policy shall be reviewed by the Council / Policy Owner, in consultation with the relevant stakeholders, every four (4) years or more frequently if legislation or Council needs change.

9. Further Information

9.1 This Policy is available on Council’s website at www.barossa.sa.gov.au. It can also be viewed electronically at Council’s principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

Any complaint in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, PO Box 867, Nuriootpa SA 5355 or barossa@barossa.sa.gov.au.

SIGNED: ..............................................................

Mayor

DATED: _____/_____/_____

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## 10. Policy Version History

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<th>Version No:</th>
<th>Approval Date:</th>
<th>Description of Change:</th>
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<td>15/6/10</td>
<td>New Policy, 15 June 2010</td>
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<tr>
<td>2.0</td>
<td>24/6/14</td>
<td>Policy review and update, 24 June 2014</td>
</tr>
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<td>3.0</td>
<td>21/6/16</td>
<td>Policy review and update, 21 June 2016</td>
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<tr>
<td>4.0</td>
<td>19/6/18</td>
<td>Policy review and update, 19 June 2018</td>
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7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.3 CARETAKER POLICY

PURPOSE

Council is asked to consider an updated Caretaker Policy pursuant to section 91A of the Local Government (Elections) Act 1999.

RECOMMENDATION:

(1) That Council receives, considers and approves the draft Caretaker Policy which is provided as attachment 1 to this report.

(2a) The Caretaker Policy is to commence from the close of nominations for the General Election on 18 September 2018 and cease at the conclusion of the General Election.

OR

(2b) The Caretaker Policy is to commence on the ............... 2018 and cease at the conclusion of the General Election.

(3) That the Chief Executive Officer prepares and approves supporting guidelines for the Caretaker Policy.

Background

Section 91A of the Local Government (Elections) Act 1999, requires Council to implement a policy to promote transparent and accountable government in both the Elected Body and Council administration during the Local Government Election Period.

Council’s current Caretaker Policy was approved on 15 July 2014, prior to the 2014 elections, and so now it is due for a review prior to the November 2018 Local Government elections.

Should a member of the public rely on a Council decision made in breach of the Act and supporting policy during the election period (otherwise known as the “caretaker period”) they can seek compensation from Council.
Introduction
The draft Caretaker Policy at attachment 1, as with previous versions, prohibits Council from making certain decisions, known as “designated decisions” during an election period. The intent of restricting the current Council’s decision making in this way is to avoid binding the new Council with decisions of the outgoing Council.

The election period commences on the day nominations for a general election close – ie 18 September 2018 – or at an earlier date if resolved by the Council - and expires at the conclusion of the general election ie on or about 10 November 2018 or soon after depending on when the election count is complete.

Discussion
Decisions which are deemed “designated” and therefore prohibited are with respect to:

1. the employment or remuneration of the Chief Executive Officer or termination of their employment;

2. contracts which exceed the greater of $100,000 or 1% of Council rates revenue from the previous financial year (Council’s rate revenue from 2017/18 was $24,746,634 – so Council’s limit is as regards contracts over $247,466);

   Exceptions:
   - contracts for road works, road maintenance or drainage works are excluded from any such dollar limitation
   - any decision which relates to the following is excluded from the dollar limitation:
     - emergency works
     - contracts regarding Commonwealth or State funding
     - employment of a Council employee
     - employment negotiations regarding Council employees generally or a particular class
     - Community Wastewater Management Systems which has been approved prior to the election period; and

3. decisions which allow the use of Council resources for the advantage of one or group of candidate over another.

The minimum required under s91A of the Local Government (Elections) Act is to provide a policy regarding designated decisions. However, officers have also included content in the draft Policy regarding “significant decisions” at clause 4, so as to provide the Chief Executive Officer with some flexibility to bring urgent matters to the attention of Council during the election period albeit with strict criteria for doing so. This content is consistent with the current approved Caretaker Policy.

Supporting guidelines for Elected Members and staff which provide examples of behaviour and frequently asked questions about caretaker period behaviour will be prepared and approved by the Chief Executive Officer under delegation (due to
the administrative nature of those documents). Although approved versions will be provided to Members and staff in due course, the draft version of these guidelines entitled “Caretaker Guidelines) is provided at attachment 2 for Member information.

Summary and Conclusion

Members are asked to review and approve the draft Policy and receive the supporting draft Guidelines.

Members should consider whether they wish to commence the formal Election Period (ie Caretaker Period) earlier than the closing of nominations on 18 September 2018.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Draft Caretaker Policy
Attachment 2: Draft Caretaker Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislation

Local Government Act 1999
Local Government (Elections) Act 1999 – section 91A
Code of Conduct for Council Members
Code of Conduct for Employees

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

There are no financial costs of implementing this Policy.

Resource

Facilitation of this matter will be undertaken according to officer’s existing duties.

Risk

Council is required to adopt a Caretaker Policy under the s91A of the Local Government (Elections) Act. Should a member of the public rely on a Council decision made in breach of the Act, they can seek compensation from Council.

COMMUNITY CONSULTATION

There is no legislative consultation to consult the community in this situation nor in officer’s opinion is necessary for the following reasons:

- the draft Caretaker Policy is based on a Local Government Association template as prepared by Wallmans Lawyers taking into account legislative compliance and best practice; and
- reporting structures regarding corruption, serious and systemic maladministration and misconduct as mandated by the Independent Commissioner Against Corruption Act 2012 continue in place throughout the election period.
1. Purpose

1.1 This Policy implements the requirements under section 91A of the Local Government (Elections) Act 1999 (SA) – known as the “caretaker provisions” – which provides The Barossa Council (“Council”) with a transparent and accountable government in both the Elected Body and the Council staff during the 2018 Local Government election period.

2. Scope

2.1 This Policy applies throughout the election period for a general election, which for the purpose of the Local Government Elections of November 2018, commences on 18 September 2018 and ends at the conclusion of the election, when results have been declared.

2.2 This Policy applies to the Council and Council staff.

2.3 This Policy forms part of the respective Codes of Conduct for Council Members and Council Employees and the associated Human Resource Management Policy.

3. Definitions

<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>The appointed Chief Executive Officer or Acting Chief Executive Officer or nominee.</th>
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<td>A decision: (a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and wilful misconduct; (b) to terminate the appointment of the Chief Executive Officer;</td>
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(c) to enter into a contract, arrangement or understanding (other than a contract for road works, road maintenance or drainage works) the total value of which exceeds whichever is the greater of $100,000 or 1% of the Council’s revenue from rates in the preceding financial year, except if the decision:

(i) relates to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act 2004 (SA), or under section 298 of the Local Government Act 1999 (SA);

(ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

(iii) relates to the employment of a particular Council employee (other than the Chief Executive Officer);

(iv) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or

(v) relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council; or

(d) allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates).

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4. Policy Statement

4.1 Prohibition on designated decision

4.1 Council is prohibited from making a Designated Decision during a General Election Period.

4.2 A decision of the Council includes a decision of:

- a committee of Council; and
- a delegate of Council.

4.2 Consequence of contravening this Policy

4.2.1 A Designated Decision made by Council during an Election Period is invalid, except where an exemption has been granted by the Minister.

4.2.2 Any person who suffers loss or damage as a result of acting in good faith on a Designated Decision made by Council in contravention of this Policy is entitled to compensation from Council for that loss or damage.

4.2.3 A breach of this Policy may be a breach of the Code of Conduct for Council Members and Code of Conduct for Council Employees and associated Human Resources Management Policy.

4.3 Application for exemption

4.3.1 If Council considers that it is faced with extraordinary circumstances which require the making of a Designated Decision during an Election Period, it may apply in writing to the Minister for an exemption to enable the making of a Designated Decision that would otherwise be invalid under section 91A of the Local Government (Elections) Act and this Policy.

4.3.2 If the Minister grants an exemption to enable the making of a Designated Decision that would otherwise be invalid under section 91A of the Local Government (Elections) Act and this Policy, then the Council and Council staff will comply with any conditions or limitations that the Minister imposes on the exemption.

4.4 Treatment of Other significant decisions

4.4.1 So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling significant decisions (including major policy decisions) for consideration during an ‘election period’ and ensure that such decisions:

(a) are considered by Council prior to the ‘Election Period’; or
(b) are scheduled for determination by the incoming Council.

4.4.2 A ‘significant decision’ is any major policy or other decision which will significantly affect the Council area or community or will bind the incoming Council.

4.4.3 A ‘major policy’ decision includes any decision (not being a Designated Decision):
4.4.4 The determination as to whether or not any decision is significant will be made by the Chief Executive Officer, after consultation with the Mayor or Chairperson (as relevant).

4.4.5 Where the Chief Executive Officer has determined that a decision is significant, but circumstances arise that require the decision to be made during the election period, the Chief Executive Officer will report this to the Council.

4.4.6 The aim of the Chief Executive Officer’s report is to assist Elected Members assess whether the decision should be deferred for consideration by the incoming Council.

4.4.7 The Chief Executive Officer’s report to Council will address the following issues (where relevant):

(a) why the matter is considered ‘significant’;
(b) why the matter is considered urgent;
(c) what are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council;
(d) whether deciding the matter will significantly limit options for the incoming Council;
(e) whether the matter requires the expenditure of unbudgeted funds;
(f) whether the matter is the completion of an activity already commenced and previously endorsed by Council;
(g) whether the matter requires community engagement;
(h) any relevant statutory obligations or timeframes; and
(i) whether dealing with the matter in the election period is in the best interests of the Council area and community.

4.4.8 Council will consider the Chief Executive Officer’s report and determine whether or not to make the decision.

5. Supporting Process

Caretaker Guidelines

6. Related Policies

Code of Conduct for Council Members
Code of Conduct for Council Employees
Human Resource Management Policy
7. Legislation and References

Local Government (Elections) Act 1999 – Section 91A

8. Review

8.1 This Policy will be reviewed by the Council in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council’s need changes.

9. Further Information

9.1 This Policy is available on Council’s website at www.barossa.sa.gov.au. It can also be viewed electronically at Council’s principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

9.2 Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council’s Complaints Handling Policy (see clause 9.1 above for availability).

Signed: …………………………………….. Dated: …………………………………………………

Mayor Bob Sloane
THE BAROSSA COUNCIL
CARETAKER GUIDELINES

1. Purpose

1.1 These Guidelines are a supplement to the Caretaker Policy and examine the following:

1.1.1 the scope and meaning of the legislative requirements under section 91A of the Local Government (Elections) Act (the Act) (at clause 3.1 on page 2)
1.1.2 decisions regarding the employment of the CEO (clause 4.1 on page 4)
1.1.3 decisions regarding specific contracts (clause 5.1 on page 4)
1.1.4 decisions regarding the use of Council resources (clause 6.1 on page 5)
1.1.5 specific Council resource scenarios (clause 7 on page 7)
1.1.6 election process enquiries (clause 8 on page 11).

2. Definitions

Chief Executive Officer

The appointed Chief Executive Officer or Acting Chief Executive Officer or nominee.

Designated Decision

A decision:

(a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and wilful misconduct;

(b) to terminate the appointment of the Chief Executive Officer;

(c) to enter into a contract, arrangement or understanding (other than a contract for road works, road maintenance or drainage works) the total value of which exceeds whichever is the greater of $100,000 or 1% of the Council's revenue from rates in the preceding financial year, (which for Council is $247,466), except if the decision:

(i) relates to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act 2004 (SA), or under section 298 of the Local Government Act 1999 (SA):
(ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

(iii) relates to the employment of a particular Council employee (other than the Chief Executive Officer);

(iv) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the Election Period; or

(v) relates to a Community Wastewater Management Systems scheme that has, prior to the Election Period, been approved by the Council; or

(d) allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates).

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3. **Section 91A, Local Government (Elections) Act 1999**

3.1 **Overview**

3.1.1 Under the Local Government (Elections) Act (“the Act”) Council’s Caretaker Policy must at a minimum prohibit the Council from making Designated Decisions during an Election Period.

3.1.2 There are three elements to this prohibition:

   (a) a decision of the Council;
   (b) during an Election Period
   (c) which is a Designated Decision.

Each of these elements is described below.
3.1.3 The Act stipulates that any Designated Decision made by a Council during an Election Period without a Ministerial exemption is invalid.

3.1.4 Any person who suffers loss or damage as a result of acting on a designated decision made in contravention of section 91A of the Act is entitled to compensation from the Council for that loss or damage.

3.2 Decision of the Council

3.2.1 Section 91A of the Act only applies to a decision of the Council. This will include decisions made directly by the Council or indirectly through a Council committee or delegate.

3.2.2 A personal decision of an Elected Member, or a Council employee who is not acting under a delegation, is not a decision of a Council and, consequently, cannot be a Designated Decision for the purposes of section 91A of the Act.

3.3 Election Period

3.3.1 During an Election Period, Councils are prohibited from making Designated Decisions, unless an exemption has been granted by the Minister.

3.3.2 Section 91A of the Act prohibits the making of Designated Decisions during an Election Period. An Election Period:

(a) commences on either:

(i) the day on which nominations for a General Election close; or
(ii) if Council’s Caretaker Policy specifies an earlier date, that date; and

b) expires at the conclusion of the General Election.

3.3.3 A decision which is made prior to the Election Period, but announced during the Election Period, will not be a Designated Decision for the purposes of section 91A of the Act.

3.4 Designated Decisions

Only specific types of decision will be Designated Decisions under section 91A of the Act ie

(a) a decision relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and wilful misconduct;

(b) a decision to terminate the appointment of the Chief Executive Officer.

(c) a decision to enter into a contract, arrangement or understanding (other than a contract for road works, road maintenance or drainage works) the total value of which exceeds whichever is the greater of $100,000 or 1% of the Council’s revenue from rates in the preceding financial year, except if the decision (ie $247,466)

(j) relates to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act 2004 (SA) or under section 298 of the Local Government Act 1999 (SA);
(ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

(iii) relates to the employment of a particular Council employee (other than the Chief Executive Officer);

(iv) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the Election Period; or

(v) relates to a Community Wastewater Management Systems scheme that has, prior to the Election Period, been approved by the Council; and

d) A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).

4. Decisions relating to the employment of the Chief Executive Officer

4.1 Scope of Designated Decision

4.1.1 Certain Council decisions regarding the Chief Executive Officer made during an Election Period will be Designated Decisions.

Any decision relating to the employment or remuneration of the Chief Executive Officer, other than a decision to:

(a) appoint an acting Chief Executive Officer; or
(b) suspend a Chief Executive Officer for serious and wilful misconduct,

will be a Designated Decision.

5. Specific contracting decisions

5.1 Scope of Designated Decision

5.1.1 Certain Council decisions regarding specific types of contracts made during an Election Period will be Designated Decisions.

5.1.2 Generally, a decision to enter into a contract, arrangement or understanding (other than a prescribed contract) the total value of which exceeds whichever is the greater of $100,000 or 1% of the Council's revenue from rates in the preceding financial year (ie for The Barossa Council - $247,466).

5.1.3 However, there are exclusions from this general position provided in section 91A of the Act and the supporting Local Government (Elections) Regulations 2010 (“the Regulations”).

5.2 Prescribed Contracts

5.2.1 Prescribed contracts are expressly excluded from the types of contracts which are able to be the subject of a designed decision.
5.2.2 A ‘prescribed contract’ is defined in section 91A of the Act to mean a contract entered into by a Council for the purpose of undertaking road construction, road maintenance or drainage works.

5.3 Exemptions

Other types of contracts are excluded from being the subject of a Designated Decision by the Regulations. These types of decision are decisions:

(a) relating to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act or under section 298 of the Local Government Act;

(b) for an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

(c) relating to the employment of a particular Council employee (other than the Chief Executive Officer);

(d) made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the Election Period; or

(e) relating to a Community Wastewater Management Systems scheme that has, prior to the Election Period, been approved by the Council.

6. Decisions concerning the use of Council resources

6.1 Scope of Designated Decision

6.1.1 A decision of Council allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election) made during an Election Period is a Designated Decision.

6.1.2 Designated Decisions do not include individual decisions of Elected Members or Council staff to use Council resources for personal benefit. For example, the use of Council resources by an Elected Member for the purposes of his or her election campaign is not a Designated Decision for the purposes of section 91A of the Act.

However, there are constraints on the personal use of Council resources under the Local Government Act and the gazetted code of conduct applying to Elected Members. These provisions are discussed in clause 6.5 of these Guidelines.

6.2 Council Resources

6.2.1 ‘Council resources’ is a broad concept which is undefined in the Act. A general definition of the term ‘resources’ provided in the Macquarie Dictionary is ‘the collective wealth and assets of a country, organisation, individual’. Applying this definition, any asset or information owned or controlled by a Council is a ‘Council resource’.
6.2.2 Council resources may include:

(a) materials published by Council;
(b) facilities and goods owned by the Council;
(c) attendance and participation at functions and events;
(d) access to Council information;
(e) communications and media services; and
(f) Council staff and contractors.

6.3 Meaning of ‘Advantage’

6.3.1 The concept of ‘advantage’ is broad and is defined in the Macquarie Dictionary as ‘any state, circumstance, opportunity, or means especially favourable to success, interest, or any desired end’. In the context of section 91A of the Act, the relevant advantage is in respect of being elected or re-elected.

6.3.2 An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate uses resources, information or support that is not available to a candidate in an election who is not an existing Elected Member.

6.3.3 The Ombudsman has given ‘advantage’ a broad interpretation. The Ombudsman’s view is that any activity that gives a perception of favouring one candidate over another is an advantage. Whether the scope of the ‘advantage’ under section 91A of the Act extends to a perceived advantage is likely to be a matter for debate. Councils should, however, be aware of this view when making decisions during an Election Period.

6.4 Normal Council Business or Campaigning?

6.4.1 There is no relevant advantage where Council resources are used exclusively for normal Council business during an Election Period and are not used in connection with a candidate’s election campaign.

6.4.2 Where Elected Members are standing for re-election, the Council should consider whether a decision to use Council resources made during the Election Period will provide an advantage to existing Elected Members (or other particular candidates) in their election campaigns. Where there will be an advantage, then the decision is a Designated Decision and is prohibited by section 91A of the Act.

6.4.3 Where a decision to use Council resources for the ordinary business of the Council is made during the Election Period then, provided that no particular candidate or candidates are favoured in their campaigning, this will not be a Designated Decision.

6.4.4 Reasonable minds are likely to differ over whether the use of particular Council resources will advantage particular candidates. Due propriety and appropriate judgment should be exercised in making decisions to use Council resources during the Election Period to ensure that the Council and its Members are not open to criticism.

6.5 Use of Council resources for personal benefit

6.5.1 The use of Council resources for personal benefit is distinct from a Designated Decision of a Council regarding the use of Council resources for the advantage of a
particular candidate or group of candidates.

6.5.2 The use of Council resources for personal benefit is regulated by legislation other than section 91A of the Act. The use of Council resources by an Elected Member for the purposes of an election campaign will be a use of those resources for personal benefit. Elected Members standing for re-election to Council must take care that they only use Council resources for normal Council business and not to assist them in campaigning.

6.5.3 The general duties on Elected Members under section 62 of the Local Government Act include offences for improper use of information or position to gain personal advantage for the Elected Member or another person. A maximum penalty of $10,000 or imprisonment for two years applies to these offences.

6.5.4 Section 78 of the Local Government Act provides for the use of Council resource by Elected Members. Section 78(3) of the Local Government Act states:

A member of a council must not use a facility or service provided by the council under this section for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the council and the member has agreed to reimburse the council for any additional costs or expenses associated with this use).

6.5.5 The Code of Conduct for Elected Members also prohibits the use of Council resources for private purposes without authorisation.

6.5.6 The use of Council resources for personal benefit in breach of these requirements could be corruption or misconduct for the purpose of the Independent Commissioner Against Corruption Act 2012 (SA) and be the subject of a complaint to the Office for Public Integrity (OPI).

6.5.7 Conduct of a public officer that results in a substantial mismanagement of public resources may also be the subject of a complaint to the OPI.

6.5.8 Disciplinary consequences or prosecutions may ultimately result from the unauthorised use of Council resources for private purposes.

7. Specific Council resource scenarios

The business of Council does not cease during an Election Period. Council resources will continue to be used during the Election Period. There is a distinction between the use of Council resources in the ordinary course of Council operations and the use of Council resources by a candidate or a group of candidates for campaigning purposes. Where resources are used for campaign purposes, this will be the use of Council resources for personal benefit.

During an Election Period, Elected Members and Council staff must take care that Council resources are not used for the purpose of election campaigning. Some specific scenarios are discussed below where this issue may arise.

7.1 Council publications during an Election Period

7.1.1 A decision by a Council to publish information for the advantage of a particular candidate or group of candidates (other than a decision which allows for the equal use of Council resources by all candidates for election) is a Designated Decision and is prohibited by section 91A of the Act. Publishing includes publication by any
medium, including but not limited to social media posts, leaflets, newspapers, posters, email, websites, radio or television.

7.1.2 Councils have a statutory responsibility to publish certain information regarding General Elections. Under section 12(b) of the Act, Council is responsible for the provision of information, education and publicity designed to promote public participation in the electoral processes for its area, to inform potential voters about the candidates who are standing for election in its area and to advise its local community about the outcome of the elections and polls conducted in its area.

7.1.3 All election materials published by Council should fall within the types of material described in section 12(b) of the Act and not contain any material which would advantage a particular candidate or candidates.

7.1.4 'Electoral material' is defined in the Act as 'an advertisement, notice, statement or representation calculated to affect the result of an election or poll'. Given that the purpose of electoral material is to persuade voters towards a particular candidate or group of candidates, it will not be appropriate for a Council to publish electoral material.

7.1.5 Council may publish other material during an Election Period. If Council is considering making a decision during the Election Period to publish material, the Council should consider whether or not the material would confer an advantage on a particular candidate or group of candidates for election. If an advantage would be conferred then the decision would be a Designated Decision.

7.1.6 Where a Council publication made in the ordinary course of Council operations would be published during an Election Period (and this is not the subject of a Council decision made during the Election Period), the publication will not contravene section 91A of the Act. Care should be taken, however, as to the contents of these publications to ensure that the Council and Elected Members are not criticised for publishing information which may assist Elected Members to be re-elected.

7.1.7 Elected Members are able to publish electoral material on their own behalf provided that they comply with sections 27 and 28 of the Act. Elected Members should not assert or imply that the electoral material originates from or is endorsed by the Council.

7.1.8 An Elected Member also should not use Council resources to create or distribute his or her electoral material, including through the use of Council stationery, computers, printers, photocopiers or staff or the application of the Council's logos.

7.2 Attendance at Events and Functions

7.2.1 Events and functions can take many forms including conferences, workshops, forums, launches, promotional activities, and social occasions (such as dinners, receptions and balls).

7.2.2 Elected Members can continue to attend events and functions during an Election Period provided that their attendance is consistent with the ordinary course of the Elected Member's duties and is not used for campaigning.

7.3.3 Elected Members should consider whether or not their attendance at an event or function is likely to be viewed as campaigning. In part, this may depend on the conduct of the Elected Member while in attendance at the event or function.
7.3.4 Care should particularly be taken by Elected Members if they are asked to give a speech at an event or function during an Election Period.

7.3 Access to Council Information

7.3.1 Section 61 of the Local Government Act provides Elected Members with a right to access Council documents in connection with the performance or discharge of the functions or duties of the member. This right of access continues during an Election Period.

7.3.2 Elected Members should take care that access to Council documents is in connection with the performance or discharge of their functions or duties of the Member. Access to Council documents for the purpose of campaigning or to gain an advantage in an election is an improper use of information gained by virtue of the Elected Member's position as a member of Council.

7.3.3 Elected Members can be prosecuted for the improper use of Council information to gain an advantage for themselves or another person. Maximum penalties of $10,000 or two years imprisonment apply.

7.4 Communications Services

7.4.1 Council's Communications service should be used to promote Council activities or initiatives or community activities or initiatives which are endorsed or otherwise supported by Council.

7.4.2 Communications services should, during the Election Period, be used in the ordinary course of Council operations. Care should be taken that such services will not be used to advantage a particular Elected Member in his or her re-election campaign by profiling that Member or activities which are closely associated with that Member.

7.4.3 Elected Members should not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign. To do so, would contravene section 62(4) of the Local Government Act which prohibits an Elected Member improperly using his or her position as a Elected Member to gain, directly or indirectly, an advantage for himself or herself or for another person. Elected Members can be prosecuted for this offence. Maximum penalties of $10,000 or two years imprisonment apply.

7.5 Public Consultation during an Election Period

7.5.1 Public consultation must be undertaken during an Election Period if the consultation is mandated by legislation.

7.5.2 Where consultation is discretionary then the consultation can occur during the Election Period. Consideration should be given prior to the consultation being scheduled as to whether or not the consultation will influence the outcome of the election. If the matter subject to the consultation is likely to be closely associated in the minds of voters with a particular candidate or group of candidates then it may be prudent to delay the consultation until after the Election Period.
7.6 Expenses Incurred by Elected Members

7.6.1 Payment or reimbursement of costs relating to Elected Members' out-of-pocket expenses incurred during an Election Period will only apply to necessary costs that have been incurred in the performance of normal Council duties. This is consistent with general requirements applying to the reimbursement of Elected Members under section 77 of the Local Government Act.

7.6.2 No reimbursements should be provided for campaign expenses or for expenses that could be perceived as supporting or being connected with a candidate’s election campaign.

7.7 Council Branding and Stationery

7.7.1 Council should not endorse particular candidates for election so Council logos, letterheads, or other Council branding or Council resources or facilities should not be used for a candidate’s election campaign.

7.8 Support Staff to Elected Members

7.8.1 Council staff who provide support to Elected Members should not be asked to undertake any tasks connected directly or indirectly with an election campaign for an Elected Member, except where similar support is provided to all candidates.

7.9 Equipment and Facilities

7.9.1 Council resources such as Council computers, stationery and business cards can continue to be used by Elected Members during an Election Period for normal Council business. Council resources should not be used for campaign purposes as this will contravene the Local Government Act and the Code of Conduct for Elected Members.

7.10 Council staff activities during an Election Period

7.10.1 Council staff should not undertake any activity that may influence the outcome of an election, except where the activity relates to the election process and is authorised by the Chief Executive Officer.

7.10.2 Council staff should not authorise, use or allocate a Council resource for any purpose which may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer. This includes making Council resources available to Elected Members for campaign purposes.

7.10.3 Council staff must not assist an Elected Member with the Member’s election campaign. Where the use of Council resources could be construed as being related to a candidate’s election campaign, the incident must be reported to the Chief Executive Officer.

7.10.4 All Council staff must also comply with the mandatory reporting directions and guidelines issued by the Independent Commissioner Against Corruption if these apply.

7.10.5 A breach of these Guidelines is a breach of the Code of Conduct for Council Employees.
7.11 Equity of assistance to candidates

7.11.1 Councils should not favour a candidate or group of candidates for election, over other candidates.

7.11.2 Any assistance or advice provided to candidates as part of the conduct of an election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated transparently to all candidates in advance.

8. Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, are to be directed to the Electoral Commissioner as the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer or his or her nominee.

9. Review

These Guidelines will be reviewed by the Document Control Officer in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council’s need changes.

SIGNED: .................................................... DATE: ..............................................................

Chief Executive Officer
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.4 NURIOOTPA FUTURES ASSOCIATION – IN KIND ASSISTANCE

B8178

PURPOSE

To seek authority in accordance with Council policy to provide in-kind assistance to Nuriootpa Futures Association (NFA) endeavours to upgrade infrastructure for community purposes on the Coulthard House site in Nuriootpa.

RECOMMENDATION

That Council support the Nuriootpa Futures Association with in-kind assistance to bring to fruition the development and upgrade of the old dairy and stables for youth and community benefit as outlined in the report.

REPORT

Background

NFA is the owner of the Coulthard House site located at the intersection of Penrice Road and Murray Street Nuriootpa. NFA has been attempting for some time to find uses and deliver outcomes for the restoration and management of the site. This has included at times Council assistance in trying to develop programs that would see the house and other infrastructure maintained, but to date have been unsuccessful.

NFA is an incorporated not for profit body established as an entity to support the commercial, social and economic development of Nuriootpa and is run by volunteers. It is actively involved in events and the like and has been a valuable organisation in providing input and support to Council initiatives and plans as a representative local governance body.

Council officers from various departments including planning, building, engineering and the Chief Executive Officer have been liaising and trying to support various plans for development.

Introduction

Recently the NFA was successful in obtaining a Fund My Neighbourhood grant of $150,000 to achieve two main aims:

1. Upgrade the old diary to support youth initiatives for Nuriootpa and the wider community and support a meeting place for Raw Impact. Briefly Raw Impact is about supporting community and social development programs and creating a voice for those in Cambodian villages. Many local young adults have formed part of volunteering programs and visits to support the mission of Raw Impact.
2. Upgrade the old stables to create a community meeting place and hire facilities for events, very similar to that provided at Bethany Reserve. It will include upgrades to the floor and interiors and installation of kitchen facilities.

The projects are strongly aligned to NFA’s goals and also importantly to the Aboriginal meaning of Nuriootpa, the ‘meeting place’.

Both projects also require toilet facilities and associated infrastructure to be constructed.

The projects are nearing the end of the planning phase.

Discussion
Through many discussions with NFA and their energy and desire to activate the space for community benefit there is some need to undertake preliminary site works to ready the area for construction activity, for which they seek support.

The works that Council has the capacity to support are:

1. Internally rubble spreading and levelling (rubble is being sourced commercially not through Council);
2. Removal and management of hedges, bushes and the like;
3. Removal of concrete block and levelling area for toilet facility;

The costs in time would be approximately 2 staff and machinery for a week plus disposal costs, in the order of $8,000.

Summary and Conclusion
The projects being undertaken are of community benefit, being undertaken by a community based not for profit organisation and the request is consistent with other in-kind assistance Council has in the past supported, such as recent works at Mt Pleasant men’s shed and CFS aerial firefighting set up.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Natural Environment and Built Heritage
Community and Culture

1.4 Develop and maintain streetscapes that reflect the character and heritage of the region.
1.5 Provide support and advice to preserve properties and sites which have historic significance.
1.10 Facilitate opportunities to repurpose or find alternative use of built heritage.
2.1 Initiate and support activities which encourage participation and pride in the Barossa Council area.
2.2 Support the development of activities that celebrate the history and culture of the Barossa and its people.
2.4 Encourage and support volunteering in the community.
2.5 Engage with, and support, young people to actively participate in the community and develop the leaders of the future.

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

It is suggested that Council consider in the 2018/19 budget the establishment of a budget for in-kind support; this work will be absorbed within existing budget lines.

**COMMUNITY CONSULTATION**

Offices have met and worked with NFA several times to review and consider the proposal and assist where possible in determining work scope and planning and building requirements.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.5 REMUNERATION TRIBUNAL REVIEW OF COUNCIL MEMBER ANNUAL ALLOWANCES
B506

PURPOSE
Correspondence, as attached, has been received from the independent tribunal for setting Council member allowances in accordance with Section 76 of the Local Government Act.

RECOMMENDATION
That Council note the conduct of the four yearly review of Council member allowances and elect not to make a submission.

REPORT
Under Section 76 of the Local Government Act every four years, prior to the general election the independent Remuneration Tribunal considers and sets the allowances that will apply to Council members who applied to the new Council to be elected in November 2018.

Council has been invited to make a submission. Submissions are due by 6 July 2018. Traditionally Council has not made a submission. If Council does wish to do so members are asked to bring forward the matters they wish to raise with the tribunal and a submission will be developed in accordance with the guidance provided at the Tribunal website.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Correspondence from Remuneration Tribunal

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
How We Work – Good Governance

Legislative Requirements
Section 76 of the Local Government Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Nil at this time, the forward budget has factored in a CPI estimated increase.

COMMUNITY CONSULTATION
Undertaken by the Remuneration Tribunal calling for submissions.
29 May 2018

To: Council Chief Executive Officers

Re: 2018 Review of Allowances for Local Government Council Members

The Remuneration Tribunal ("the Tribunal") is responsible for the determination of allowances for members of local government in accordance with section 76 of the Local Government Act 1999 (SA) and section 24 of the City of Adelaide Act 1999 (SA) ("the Acts").

The Acts provide that a member of Council shall be entitled to receive an allowance determined by the Remuneration Tribunal in relation to the member's office, and that the Tribunal must make such determinations on a four yearly basis prior to the designated day for each set of periodic elections held under the Local Government (Elections) Act 1999. The designated day for the forthcoming local government elections is 4 September 2018.

The President of the Tribunal has asked me to write to you to advise that, an interval of four years has passed since the issuance of Determination 6 & 7 of 2014. As such, the Tribunal has initiated a review of its previous Determinations in relation to Local Government Council Allowances.

Public notices inviting affected parties to make written submissions for the purposes of the review will be published in The Advertiser, regional newspapers and in The Messenger.

A guideline for the preparation of written submissions is available on the Tribunal's website. www.remtribunal.sa.gov.au

Written submissions must be received by the Tribunal by 5pm on Friday, 6 July 2018. Subject to requests received, the Tribunal may also conduct hearings for the making of oral submissions.

Should you require any other information please do not hesitate to contact me on telephone (08) 8429 5459 or via email at RemunerationTribunal@sa.gov.au.

Yours sincerely

Peter Davison
EXECUTIVE OFFICER
REMUNERATION TRIBUNAL
7.2.1 DEBATE AGENDA

7.2.1.6
OWNERSHIP OF TANUNDA RECREATION PARK
B8122

Author: Director, Community Projects

PURPOSE
Council is asked to consider an offer by the Crown Lands Office to formally pursue the transfer of ownership of Tanunda Recreation Park from the Crown to Council.

RECOMMENDATION
That Council:

(1) Requests of the Crown Lands Office a Crown Condition Agreement to facilitate disposal to The Barossa Council of the Tanunda Recreation Park land ("the land") contained in Crown Records Volume 5905 Folio 680 and Volume 5752 and Folio 204; subject to the approval by the Minister for Environment and Water, that the transfer will be for nil consideration and agreement by Council that it will only use the land for the agreed purpose.

(2) Approves the anticipated expenditure of up to $2,000 (ex GST) for associated documentation with the Minister's delegate and Lands Titles Office to be taken from the existing The Big Project budget Q003 872.

(3) Authorises the Director Corporate and Community Services to negotiate a draft agreement with the Minister's delegate and present the final version for Council's consideration to a future Council meeting and to pursue exemption for stamp duty purposes in accordance with the Stamp Duties Act 1923.

Background
The Tanunda Recreation Park ("the land") is owned by the Crown and, since 2012 is subject to the Ngadjuri Nation #2 Native Title claim.

Council has care, control and management of the land and has annual insurance and maintenance expenditure of approximately $90,000 ex GST.

At the end of 2017 and as part of The Big Project, Council approved some accelerated works over the land which triggered requirements under the Crown Land Management Act to first consult with and get approval from the Crown Lands
office. As part of this consultation, Council officers had to provide an update on the Native Title claim. As it is likely that finalisation of the native title claim in the Federal Court is a long term process, Officers obtained a land tenure search and due to its very complicated history, briefed the lawyer who is representing Council for the Native Title Claim to analyse the search. This confirmed that due to the extensive, consistent and lengthy land use, Native Title has been extinguished and cannot be revived over the land. Accordingly, in the light of this legal advice and in addition to meeting other relevant requirements, approval for the accelerated works and the proposed master plan works was given by Crown Lands.

It was of interest from the tenure search that the then Tanunda Council owned various parcels, which comprised the land throughout the time it was dedicated as a recreation reserve, but transferred it to the Minister/Crown on several occasions. Officers have been unable to find relevant records of that time to establish the rationale for the transfers.

With the Native Title question cleared and the issue of Council’s previous ownership now apparent, Officers considered that it may be timely to broach the question of tenure to Crown Lands and whether the land can be returned to Council for no consideration. This would avoid the need for costs and delays consulting with Crown Lands every time, pursuant to the Crown Land Management Act, Council wanted to undertake work on the land.

**Introduction**

Officers met with Crown Lands personnel who were amenable to recommending to the Minister a disposal of ownership to Council based on either of two options for nil consideration.

The two disposals available to Council are:

(a) **Disposal subject to a Crown condition agreement (also known as a CCA)**

- The Minister for Environment and Water would need to approve the direct disposal of the Land for nil consideration on the condition that the Council enter into a Crown condition agreement. Approval from the Treasurer is not required.

- A Crown condition agreement ensures the ongoing use of the Land for agreed purposes. The Crown Solicitor’s Office has prepared a standard Crown condition agreement for adaptation. Crown Lands and the Council would work through the preparation of the agreement, ensuring that the stated purposes reflect the current and anticipated use of the land will be a key requirement.

- The Crown condition agreement would be registered on the certificate of title granted to the Council.

- In terms of the Crown Land Management Act 2009, the Council would no longer require consent to undertake works on the Land (as is the case currently while the land is under custodianship).
o In the event that the Council wants to use the Land for a purpose inconsistent with the Crown condition agreement, the Minister may consider using powers under the Crown Land Management Act 2009 to vary the agreement.

(b) Special circumstances disposal

o The Minister for Environment and Water would need to be satisfied that special circumstances exist to justify a direct disposal of the Land to the Council (ie. not offering the land for sale on the open market).

o Both the Minister for Environment and Water and the Treasurer would need to be satisfied that special circumstances exist to justify the disposal of the Land to the Council for nil consideration (ie. not requesting the market value of the land).

o Should the Minister for Environment and Water and the Treasurer approve a special circumstances disposal, the Council would have an unencumbered certificate of title to the Land. In terms of the Crown Land Management Act 2009, the future use of the Land would be unrestricted.

Discussion

Application and document preparation fees will be associated with either disposal option and would be paid by Council, though the Crown Lands Office has estimated these to be approximately $1,500 to $2,000 ex GST.

Legal advice obtained on the available options is that both are low risk for Council and the community. In either case the land will remain on the community land register and subject to the associated legislated requirements. The terms of any Crown condition agreement will be key to how reasonable Council considers this mechanism for the transfer of the land. The biggest risk to Council is incurring a stamp duty liability on the transaction but it is suggested that the nature of the transfer appears to fall within the General exemptions set out in section 16 of the Stamp Duties Act 1923. This needs to be further clarified and confirmed as part of future discussions with the Crown.

Officers recently briefed the Tanunda Recreation Park community committee regarding the potential transfer and negotiations with the Crown Lands Office at its meeting on the 23 May 2018.

Summary and Conclusion

It is clear from recent community consultation (2017) associated with the development of the updated master plan for Tanunda Recreation Park that it plays a significant, highly valued and continuing role as the town’s main recreation parkland for both competitive and passive recreational activities.

Council has invested significant money in the ongoing use of the facility as a recreational asset as have the many community and volunteer groups associated with the park. There is no suggestion of it being used for any other purpose. With this
in mind and to provide the highest degree of assurance to the community, whilst
vesting ownership with Council, Officers recommend pursuing an application to the
Crown Lands office on the basis of a Crown Condition agreement, that will require
the ongoing use of the land for the purpose specified in the existing Land
Management Agreement (in this case community recreation).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Not Applicable

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

Health and Wellbeing
4.6 Support the growth and sustainability of sporting, recreational and community
clubs and organisation through the provision of shared infrastructure, grants and
opportunities to share future use and development.

How We Work – Good Governance
6.8 Provide opportunities for the community to contribute to the ongoing care,
improvement and use of Council’s community facilities.
6.17 Advocate for The Barossa Council and its community, our region or local
government in South Australia through direct action, representation on or
collaboration with local, regional or State bodies.

Legislation
Local Government Act 1999
Crown Land Management Act 2009

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
Up to $2,000 ex GST anticipated costs for drafting the associated agreement and
title amendments. Up to $2,000 ex GST has been allocated for legal advice already
obtained to date from the existing Big Project operational budget.

Resource
Facilitation of this matter will be undertaken according to officer’s existing duties.

Risk
Covered in the body of the report and the subject of the legal advice obtained to
date.

COMMUNITY CONSULTATION

There is no legislative requirement to consult the community in this situation nor in
officer’s opinion do the circumstances make this necessary, particularly given the
extensive recent community consultation that has taken place regarding the master
plan and which reinforced the community commitment to the continuing role of the
facility.

Council will continue to maintain and insure the land under the terms of the existing
community land management plan.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.7 REQUEST FOR ASSISTANCE AND REPORT AGAINST 2017-18 FINANCIAL YEAR BUSINESS PLAN – BAROSSA FOOD

B1485

PURPOSE
To seek authority to release budgeted funds to Barossa Food, given performance against the 2017-18 financial year business plan.

RECOMMENDATION
That Council, being satisfied with Barossa Food’s performance against its Financial Year Business Plan 2017-18, authorise the Chief Executive Officer to release budgeted funds of $5,000.

COMMENT
Background and Introduction
As part of a commitment to assist Barossa Food in the 2015-16 financial year budget Council endorsed a further proposal to support Food Barossa in 2016-17 on similar conditions which where:

(a) Ensures that Council receives appropriate acknowledgement of its contribution on its web site and promotional materials; and
(b) Is recognised as a member; and
(c) Provides any relevant publications and access to information as a significant sponsor; and
(d) Provides an annual report on the achievements against the 2014 Business Plan; and
(e) Evidence is provided that Food Barossa has sourced at least $5,000 in matching funds from grants and other industry sources in support of its 2014 Business Plan, in addition to its membership base.

Whilst Barossa Food did not correspond with Council in formulation of the 2017-18 budget in seeking furthering support Council still made provision for a further years support totaling $5,000.

Discussion
As a result of a recent meeting of Barossa Partnerships ground and a subsequent meeting between myself and a Board member of Barossa Food it was outlined that the funds were needed to assist the ongoing work to grow our food offering.
Council supports tourism to a significant degree providing many services including our visitor information services. Barossa Food, also has implemented a food offering as part of Council’s tourism services work. It is a natural component of the suite of attractions to our district and thus another value add activity to the tourism picture. There is therefore a strong nexus to Council’s Strategic Plan and what Barossa Food is trying to achieve in its Business Plan. However, Council did resolve in the prior years that the sponsorship would be a short term payment. Barossa Food did not demonstrate full compliance with the conditions initially but has rectified this matter.

Correspondence as attached has been received on the performance against the business plan and this demonstrates successful outcomes for the year and a plan for further achievements within the small finances the group has for 2018-19.

No funds have been allocated within the draft 2018-19 budget for further support.

**Conclusion**

With demonstration that Barossa Food has demonstrated performance against it plan and growth in social media presence, funds set aside in the budget be released in support of the organisation.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Summary of Barossa Food Outcomes and Focus

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Community Plan

- Business and Employment

5.3 Help build the capacity of the tourism sector and encourage the development of tourist services, including eco and recreational tourism infrastructure.

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Financial considerations are already within the budget, there are no new risk or resource considerations.

**COMMUNITY CONSULTATION**

No public consultation is required or considered necessary within the context of Council’s policy.
Barossa Food Outcomes 2017 - 2018

- Completion and delivery of Barossa Food Pantry display for the Barossa Visitors Centre
  - Connecting BVC staff with current Barossa Food producers for product placement
  - Assistance with basic product display/retail merchandising principles for aesthetic appeal
- Delivery of food activation for the 2017 Barossa Be Consumed campaign
  - Co-ordinating the participation of 7 small food producers and Barossa catering partnership (Saskia Beer Inc.)
  - Overall 11 Barossa Food producers were represented in the consumer activation event in Melbourne
  - 999/1000 tickets sold, 7.5 million PR reach
- Growth of social media presence showcasing member base and regional food narrative
  - New Instagram @barossafood profile started in March 2017
    - 1265 Followers
    - Follower insights
      - Primary audience 35% | Age 25 – 34 | 67% women
      - Aligned with current NEO target audience of Barossa Brand
  - Growth of Barossa Food Facebook profile
    - 75.9% increase of Barossa Food page likes
      - From 332 to 584 followers
      - Follower insights
        - Primary audience 35% | Age 35 – 34 | 80% women
- Co-contributor to the refreshed Barossa Brand alignment
  - Deliver of 2 brand workshops for Barossa food, wine and tourism businesses with BGWA and Tourism Barossa Inc.
- Development of 3 year strategic plan

Barossa Food Focus 2018 - 2019

- Deliver food activation for 2018 Barossa Be Consumed campaign – Sydney and Melbourne
- Develop more content for Barossa Food pantry digital display in Barossa Visitors Centre – Barossa Food producer stories
- Review of current constitution to reflect the objectives outlined in the 3 year strategic plan
- Create a more financially sustainable model of operation for Barossa Food Inc.
- Continue Barossa brand alignment activities to further develop the MOU for Barossa.com
- Continue the steady activity of social media management to remain relevant and visible to the consumer food audience
7.2.1 DEBATE AGENDA - CHIEF EXECUTIVE OFFICER

7.2.1.8 LOCAL EMERGENCY RISK MANAGEMENT PROJECT – FINAL REPORTS

B6057

PURPOSE

To finalise and endorse the:
1. Local Emergency Risk Management Report
2. Implementation Plan

Which have been developed in collaboration with Gawler, Light, Adelaide Plains and Barossa Councils as local on ground action orientated plans with links to zone planning and ultimately the State Emergency Management Plan.

RECOMMENDATION

That Council having reviewed and considered the Local Emergency Risk Management Report, Implementation Plan and Community Emergency Management Plan, noting they are supported by local and zone based risk assessments and registers:

(1) Endorse the documents and authorise the Chief Executive Officer to provide the documents to the Barossa Zone Emergency Management Committee and SA Fire and Emergency Services Commission in satisfaction of the funding deed.

(2) Instruct the Chief Executive Officer to implement relevant activity in accordance with the implementation plan through the Risk Services Team and seek opportunities for collaborative regional funding and approaches to implementation, so far as reasonably practicable and within available resourcing levels.

REPORT

Background and Introduction

In the second half of 2013 as the Barossa Zone Emergency Management Plan was being finalised, discussion occurred as to how such a plan would be activated at the local level. The Committee endorsed an approach to proceed with a project to develop local plans across the four member Councils of the Barossa Zone. Barossa Council was the lead applicant and this position was endorsed by Council.

A submission for funding was made to the Natural Disaster Resilience Program (NDRP) Fund which was successful. In June 2015 a funding deed was signed and the project was initiated. The original goals of the funding application were to:
1. Develop a methodology that could be used in a local government setting to assess risk whilst complying with the National Emergency Risk Assessment Guidelines (NERAG).

2. Utilise the agreed methodology to undertake or update risk assessments (including with stakeholder engagement) of the key risks for the region which were bushfire, urban fire, extreme weather – storm, extreme weather – heat, and flood.

3. Develop associated risk registers.


5. Develop an Implementation Plan.

As the project progressed an additional piece of work was included within the scope to develop a Community Emergency Management Plan.

The project was first earmarked to be completed within two years and funding was primarily allocated to support a project officer during this period. Each Council contributed $15,000 over two years in support of the initiative, plus in-kind support. The remainder of the funding was provided through the NDRP which is jointly Australian and South Australian Government funded.

Discussion

The commencement of the project required the establishment of a methodology that was accepted in a local government context but also complied with NERAG. This work took significant research, assessment and writing from scratch, and took longer than anticipated. Ultimately the methodology, presented at Attachment 1, was accepted by the Councils and the Barossa Zone Emergency Management Committee (BZEMC) which includes representatives of State agencies.

During project implementation a number of delays were experienced due to staff turnover in the Project Officer role, resulting in the extension of project milestone dates and review and modification of the project scope in terms of the breadth of data gathering. However, given the significant amount of work the Zone Emergency Risk Management System (ZERMS) program had done on the chosen risks at a zone level, including extensive risk assessment and risk treatment workshops with relevant agency, industry and local stakeholders, the project was able to leverage off this data as a baseline. This ultimately resulted in the ability of the project to undertake a localised review of the data and apply the local assessment methodology much more quickly than having to gather the data again. Equally this lessened the resource impact of the project on participating agencies, Councils and local stakeholders.

Once all risk assessments had been undertaken at the local level, the project proceeded to the assessment of risk treatment options. Consideration was given in particular to how risks would be treated if they were in the higher categories. Prior to the project, work had been completed at zone and State level to develop a suite of risk treatments that could be utilised to address emergency risks. The project was able to adopt these treatments in addition to new localised treatments to finalise the risk assessment and treatment phase.

The final stage of the project involved the writing of each Council’s plan based on the collation of data, information and findings collected during each stage of the project.

The next step requires coordination of implementation activities, many of which are based on provision of information and knowledge to communities about the risks and how to become more self, locally and community resilient.

Summary and Conclusion

Over the course of some 3 years the project has achieved its core deliverables with each Council and the whole zone now having a coordinated suite of risk documents,
plans and implementation strategies to help grow community resilience in emergency situations.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

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**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**

Heart: Health and Wellbeing

4.3 Work with emergency services to prepare for disaster management and recovery.

**Legislative Requirements**

Local Government Act Section 7

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Upon adoption of the plans, further work will be undertaken to determine collaborative opportunities and funding avenues for implementation activities. These will be presented back to Council in due course. The body of the report outlines the risk management considerations.

**COMMUNITY CONSULTATION**

Extensive agency and relevant Council stakeholder engagement has occurred to develop, update and revise risk assessments (especially with the information and feedback from the Sampson Flat and Pinery fires, October 2016 floods and State-wide blackout which occurred over the project period all putting the data analysis to test). Once collaborative implementation plans have been determined, further engagement is anticipated at community and State levels to develop greater community awareness of the risks and how resilient communities can be supported by coordinated implementation of the plans.
Risk Framework & Methodology

The Local Emergency Risk Management - Risk Framework & Methodology is a guide to applying risk assessments at a Local Government and community level in relation to sudden onset disasters and emergencies.
## Authority

The Local Emergency Risk Management (LERM) - Risk framework and Methodology has been prepared by the Emergency Management Project Officer on behalf of the LERM Project Steering Group (made up of the CEO’s of the four councils in the Barossa Zone and the Barossa ZEMC) and forms part of the Local Emergency Risk Management Project. Refer also to the National Emergency Risk Assessment Guidelines (second edition) and the Western Australian Emergency Risk Management Guide 2015 when using this document.

## Acknowledgments

- Material obtained from the National Emergency Risk Assessment Guidelines (NERAG), second edition is attributed to the Australian Government Attorney-General’s Department.
- Risk Management tools and templates developed by SAFECOM Emergency Management Team for the Zone Emergency Risk Management Project have been adapted for use in this document.
- The risk policies, frameworks and methodologies from The Barossa Council, District Council of Mallala, Light Regional Council and the Town of Gawler are resources that have been used for this document.
- This document has been adapted in part from the Western Australian Emergency Risk Management Guide 2015, published by the State Emergency Management Committee’s State Risk Project. The Western Australian Emergency Risk Management Guide 2015 document contains Standards Australia Ltd and ISO copyrighted material that is distributed by SAI Global on Standards Australia Ltd and ISO’s behalf. It may be reproduced in accordance with the terms of SAI Global Ltd.’s Licence 14411-c)83 to the Commonwealth of Australia (“the Licensee”). All licensed copies of this document must be obtained from the Licensee. Standards Australia Ltd and ISO’s material is not for resale, reproduction or distribution in whole or in part without written permission from SAI Global Ltd: tel + 61 2 8206 6355 or copyright@saiglobal.com
- The Local Emergency Risk Management Project is jointly funded under the Commonwealth Government’s National Partnership Agreement on Natural Disaster Resilience and the four councils in the Barossa Zone; The Barossa Council (hosting the project), District Council of Mallala, Light Regional Council and the Town of Gawler.

## Disclaimer

This document has been prepared in good faith and derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the LERM Project Steering Group expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such act or omission. This framework and methodology is intended to be used by councils as a guide and readers should obtain their own independent advice and make their own necessary inquiries.
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1. RISK POLICY

Introduction

1.1 Through the National Disaster Resilience Program, The Barossa Council was successful in receiving a grant to assist in funding the Local Emergency Risk Management Project. The four councils that make up the Barossa Zone (The Barossa Council who are hosting the project, Town of Gawler, District Council of Mallala and Light Regional Council) jointly agreed to pursue and lead the rolling out of the Zone Emergency Risk Management System (ZERMS) project at the local level; Local Emergency Risk Management (LERM). This will enable councils to put in place local planning and mitigation strategies and allow for some direction as to where to focus attention and resources.

1.2 The Local Emergency Risk Management (LERM) Project will result in the review of existing templates and frameworks for local emergency planning and develop applicable methodologies for application of a risk-based approach to community risk mitigation planning and resilience. Further, it will develop a series of reports and community mitigation plans for individual councils and their communities that are critical to further planning at a Local Government level. These reports, plans and the risk framework can be replicated across local government, resulting in whole-of-state benefits that fill the gap that currently exists between Zone level risk findings and local level risk assessment and mitigation.

Purpose

1.3 The Local Emergency Risk Management Policy assists in managing risk across the four councils in the Barossa Zone; the Light Regional Council, District Council of Mallala, Town of Gawler and The Barossa Council in relation to emergency–related risks arising from sudden-onset hazards. The purpose of this policy is to establish the Barossa Zone Emergency Management Committee (ZEMC) and each of the Council’s commitment to risk management principles, and to establish responsibilities for the application of risk management principles at a local government and community level in relation to emergency events and disasters.

1.4 Emergency events and disasters stem from a range of natural, biological, technological, industrial and other human phenomena. These events impose significant social, environmental and economic costs on Australia. This policy sets guidelines for assisting local government to


LOCAL EMERGENCY RISK MANAGEMENT | Risk Framework and Methodology
implement a risk management process and assess risk for priority hazards in relation to emergency events and disasters such as flood, fire, extreme weather, animal and plant disease, earthquake, escape of hazardous materials, human disease, terrorism and any other identified risks.

1.5 Through this risk management process; the Barossa ZEMC and the councils’ main objectives are to:
- Manage risks associated with council activities in relation to emergency events/disasters and the community;
- Manage risks associated with council activities in relation to emergency events/disasters within the organisation;
- Create a more disaster resilient community;
- Undertake a full emergency management risk cycle of Prevention, Preparedness, Response and Recovery to produce Risk Management Plans and a Local Community Emergency Management Plan.
- Maximise opportunities available to council through the risk management process and;
- Monitor and review the Local Community Emergency Management Plan (see 1.12.2 for further information) and associated documents annually ensuring treatment options and control improvements are followed up on.

1.6 Councils maintain a corporate risk register which includes risk types (see Table 1: Definitions) that have been identified by each business unit. The risk types or business units as they are sometimes known do vary from council to council. Within this risk management system, a Risk Management Action Plan is available for councils to use that do not currently have one. The Risk Management Action Plan has an area for the risk types to be identified allowing for an easier data transfer process into the council corporate risk registers.

1.7 This policy and its associated processes are collectively known as the Local Emergency Risk Management (LERM) - Risk Framework and Methodology. Risks in relation to emergency events and disasters within each council area of the Barossa Zone are identified, assessed and managed through the LERM – Risk Framework and Methodology.

Scope

1.9 The councils within the Barossa Zone and the Barossa ZEMC are committed to an integrated approach in managing risk that protects the council and community from potential exposures from emergency events and disasters (under the five impact categories: People, Economy, Public Administration, Social Setting and Environment) and removes or reduces the risks to a Priority 5/broadly acceptable risk where possible and within available resources. The hazards that will be assessed are based on the nine state hazards as outlined in the State Emergency Management Plan (SEMP), the hazards are flood, fire (urban and rural), extreme weather (heat and storm), animal and plant disease, earthquake, escape of hazardous materials, human disease, terrorism and any other identified risks.

1.10 In line with the National Strategy for Disaster Resilience (NSDR) which is a national policy that provides ‘high-level direction and guidance on how to achieve disaster resilient communities across Australia’, the key aim for the Barossa ZEMC and the Councils in the Barossa Zone when utilising the LERM Framework and Methodology is about understanding and reducing risk, and communicating with and educating the community about risks.

1.11 The LERM Framework provides a method to assess emergency-related risks from all hazards and is heavily based on the National Emergency Risk Assessment Guidelines (NERAG) Second Edition. NERAG has been endorsed by the Standing Council on Police and Emergency Management as the consistent method for future use by Australian governments to assess risk for priority hazards. The major users of this framework and methodology will be local government, Zone Emergency Management Committee’s, emergency services, control agencies and hazard leaders.

Definitions

<table>
<thead>
<tr>
<th>All-hazards approach</th>
<th>Dealing with all types of emergencies or disasters, and civil defense, using the same set of management arrangements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Exceedance probability (AEP)</td>
<td>The likelihood of an emergency event of a given size or larger occurring in a given year, usually expressed as a percentage.</td>
</tr>
<tr>
<td>Average Recurrence Interval (ARI)</td>
<td>A statistical estimate of the average period (usually in years) between the occurrence of an emergency event of a given size or larger. The ARI of an emergency event gives no indication of when an emergency event of that size will occur.</td>
</tr>
</tbody>
</table>

<p>| <strong>Communication and consultation</strong> | Continual and iterative processes that an organization (or government) conducts to provide, share or obtain information, and to engage in dialogue with stakeholders regarding the management of risk |
| <strong>Community preparedness</strong> | The degree of plans in place by communities, households and individuals that, when implemented, can reduce the adverse effects of emergency events |
| <strong>Consequence</strong> | The outcome of an event that affects objectives |
| <strong>Establishing the Context</strong> | Defining the external and internal parameters to be taken into account when managing risk, and setting the scope and risk criteria for the risk management activity |
| <strong>Control</strong> | A measure that is modifying risk. |
| <strong>Control expediency</strong> | The ability of the control to be used or deployed readily, and the level of acceptability to the stakeholders and community. |
| <strong>Control Strength</strong> | The ability of the control (or group of controls), when operating as intended and when required, to achieve its control objective. |
| <strong>Decision Point</strong> | A range of questions to ask to determine further action to take for each risk. |
| <strong>Decision Point Category</strong> | The result of the Decision Point questions; allows for each risk to be categorised in regards to which direction to take with the risk (treatments, further analysis or monitor and review) |
| <strong>Disaster</strong> | A serious disruption to community life that threatens or causes death or injury in that community. A disaster can also damage property to the point that is beyond the day-to-day capacity of the prescribed statutory authorities’ ability to address the damage. This then requires special mobilisation and organization of resources other than those normally available to those authorities. |
| <strong>Emergency</strong> | An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and requires a significant and coordinated response. |
| <strong>Emergency Management</strong> | The organization and management of resources and responsibilities for addressing all aspects of emergencies, including prevention, preparedness, response and recovery. |
| <strong>Event</strong> | Occurrence or change of a particular set of circumstances |
| <strong>Exposure</strong> | The elements within a given area that have been, or could be, subject to the impact of a particular hazard. |
| <strong>Hazard</strong> | A source of potential harm or a situation with potential to cause loss. A potential or existing condition that may cause harm to people, or damage to property or the environment. A source of risk. |
| <strong>Hazard Leader</strong> | |
| <strong>Impact</strong> | To have a noticeable or marked effect. |
| <strong>Impact categories</strong> | The five impact categories used for risk assessment – People, Economy, Public Administration, Social Setting and Environment |
| <strong>Key Control</strong> | A control (or group of controls) that is believed to be maintaining an otherwise intolerable risk at a tolerable level. |
| <strong>LERM</strong> | Local Emergency Risk Management |
| <strong>LERM Project Steering Group</strong> | The steering group consisting of the four councils in the Barossa Zone and the Barossa Zone Emergency Management Committee (ZEMC) that oversees the LERM Project |
| <strong>Level of risk (or risk level)</strong> | Magnitude of a risk or a combination of risks, expressed in terms of the combination of consequences and their likelihood. |
| <strong>Likelihood</strong> | Chance of something happening |
| <strong>Mitigation</strong> | Measures taken in advance of a disaster that aims to decrease or eliminate the disaster’s impact on society and the environment. |
| <strong>Monitoring</strong> | Continual checking, supervising, critically observing or determining the status to identify change from the performance level required or expected. |
| <strong>NERAG</strong> | National Emergency Risk Assessment Guidelines |
| <strong>Non-routine emergencies</strong> | These events are generally anticipated and may have generic plans, but they stretch the emergency system and require some shifts in operational procedures and thinking. |
| <strong>Preparedness</strong> | Arrangements to ensure that, should an emergency occur, all the resources and services that are needed to cope with the effects can be efficiently mobilized and deployed. |
| <strong>Prevention</strong> | Regulatory and physical measures to ensure that emergencies are prevented or their effects mitigated |
| <strong>Probability</strong> | Measure of the chance of occurrence expressed as a number between 0 and 1, where 0 is uncertainty and 1 is absolute certainty |
| <strong>Recovery</strong> | The coordinated process of supporting affected communities in the reconstruction of the built environment, and restoration of emotional, social, economic, built and natural environment wellbeing. |
| <strong>Relief</strong> | The provision of immediate shelter, life support and human needs of persons affected by an emergency. It includes the establishment, management and provision of services to emergency relief or evacuation centres. |
| <strong>Residual Risk</strong> | Risk remaining after risk treatment |
| <strong>Response</strong> | Actions taken in anticipation of, during and immediately after an emergency |
| <strong>Review</strong> | Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives. |
| <strong>Risk</strong> | The effect of uncertainty on objectives |
| <strong>Risk Analysis</strong> | Process to comprehend the nature of the risk and determine the risk level |
| <strong>Risk Appetite</strong> | The active engagement or pursuit of risk undertaken by the organisation |
| <strong>Risk Assessment</strong> | Overall process of risk identification, risk analysis and risk evaluation |
| <strong>Risk criteria</strong> | Terms of reference against which the significance of a risk is evaluated. |
| <strong>Risk evaluation</strong> | Process of comparing the results of risk analysis with risk criteria to determine whether the risk and or/its magnitude is acceptable or tolerable. |
| <strong>Risk identification</strong> | Process of finding, recognizing and describing risks. |
| <strong>Risk Management</strong> | Coordinated activities of an organization or a government to direct and control risk |
| <strong>Risk Management Framework</strong> | Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. |
| <strong>Risk Owner</strong> | A person with the accountability and authority to manage risk. |
| <strong>Risk Rating</strong> | Risk priority based on consequence, likelihood and confidence assessments |
| <strong>Risk Register</strong> | A table, list or other representation of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk |
| <strong>Risk source</strong> | An element which, alone or in combination, has the intrinsic potential to give rise to risk. |
| <strong>Risk statement</strong> | Structured statement of risk usually containing four elements: sources, events, causes and consequences |
| <strong>Risk reporting</strong> | Communication intended to inform particular internal or external stakeholders by providing information regarding the current state of risk and its management. |</p>
<table>
<thead>
<tr>
<th>Risk Tolerance</th>
<th>Organisations (or jurisdiction’s) or stakeholder’s readiness to bear the risk after risk treatment to achieve its objectives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk treatment</td>
<td>Process to modify risk.</td>
</tr>
<tr>
<td>Routine emergencies</td>
<td>These are reasonably well defined events and the likelihood of their occurrence – but not the precise timing – is understood. There is general agreement what the problem is and on what should be done.</td>
</tr>
<tr>
<td>Stakeholder</td>
<td>A person, group of people or organization that can affect, be affected by or perceive themselves to be affected by a decision or activity.</td>
</tr>
<tr>
<td>Vulnerability</td>
<td>The extent to which a community, structure, service or geographic area is likely to be damaged or disrupted by the impact of a particular hazard, on account of their nature, construction and proximity to hazardous terrain or a disaster-prone area.</td>
</tr>
<tr>
<td>WARR (ZEMC)</td>
<td>Western Australia Risk Register Zone Emergency Management Committee</td>
</tr>
</tbody>
</table>

Table 1: LERM Framework Definitions

Roles and Responsibilities

1.11.1 The Barossa ZEMC and the CEO’s from each of the councils, as part of the LERM Project Steering Group, have the responsibility to oversee the risk management process and must be familiar with the application of the risk management process. They must also ensure that support is given where necessary to assist in the coordination, facilitation and application of the LERM Risk Management process. Each council is responsible for ensuring that they are not exposed to unnecessary or uncontrolled risks.

1.11.2 Councils’ are tied to emergency management through the legislative requirement outlined in the Local Government Act (1999):

- 7. d) “to take measures to protect its area from natural and other hazards to mitigate the effects of such hazards”.

and

- “Provide infrastructure for its community and for the development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area).”

- The Emergency Management Act is currently under review and as part of that review the role of local government in relation to emergency management is being more clearly defined.

1.11.3 Council responsibilities include:

- Meet with the Emergency Management Project Officer to identify priority hazards and define the context setting of their council area.
• Review and provide feedback on the risk register, controls table, scenarios, consequence table and any other documents required for the risk assessment and treatment workshops as developed by the Emergency Management Project Officer.
• Attend the risk assessment and treatment workshops and assist stakeholders through the risk assessment process alongside the Emergency Management Project Officer.
• Represent their council at the community workshops, where the community will be given the opportunity to provide input into the risks from sudden onset disasters and emergency related events in their council area.
• Review and provide feedback on the outcomes, priority risks and treatments from the risk assessment and treatment workshops.
• Follow through on actions to be taken from the Implementation Plan.
• Monitor and review the Local Community Emergency Management Plan and associated documents annually ensuring treatment options and control improvements are followed up on.
• Report to the Barossa Zone Emergency Management Committee on any progress, actions to be taken or concerns in relation to outcomes from the risk assessment and risk treatment workshops.
  o Responsibilities in terms of implementing treatments and the timeframes will be outlined in more detail in the Implementation Plan.
  o Refer to the Local Emergency Risk Management Project Plan for further details on the project scope, the outputs, deliverables and timeframes.

1.12 Barossa ZEMC responsibilities include:

• Review and provide feedback of the Project Plan, Risk Methodology and Framework, Risk Management Reports, Local Community Emergency Management Plans and Implementation Plans for the LERM Project.
• Provide and share relevant documents and data used in the Zone Emergency Risk Management Project that may assist and inform the Local Emergency Risk Management Project.
• Review and provide feedback on risk registers, control tables, scenarios, consequence tables and any other document used for the risk assessment and treatment workshops as required.
• Attend the risk assessment and treatment workshops and provide assistance where required (i.e. assisting stakeholders with local, ZEMC and emergency management knowledge).
• Represent the Barossa ZEMC at the community workshops, where the community will be given the opportunity to provide input into preparation, prevention, response and recovery measures and the risks from sudden onset disasters and emergency related events in their council areas.
• Review and provide feedback on the outcomes, priority risks and treatments from the risk assessment and treatment workshops where required.
• Receive regular updates from the four councils in the zone and the Emergency Management Project Officer to ensure that actions are conducted and completed in regards to the risk assessment and risk treatment workshops.
• Receive regular updates from the four councils in the zone in regards to actions to follow up on from the Implementation Plan.
• Monitor and review the LERM Project Risk Framework and Methodology and associated documents annually.

1.12.1 The Emergency Management Project Officer is responsible for the coordination, facilitation, application and management of the risk management process. The Emergency Management Project Officer is to report regularly to the councils and the Barossa ZEMC in regards to the risk management process.

1.12.2 The Emergency Management Project Officer responsibilities include:

• Develop a project plan, risk framework, methodology and communications plan for the Local Emergency Risk Management (LERM) Project and seek approval from the LERM Project Steering Group (Barossa ZEMC and the CEO’s from the four councils in the zone).
• Review the data and documents from the Zone Emergency Risk Management Project – The Barossa Zone, to incorporate into the Local Emergency Risk Management Project where relevant.
• Meet with councils to discuss the context setting for their council and their priority hazards.
• Develop risk registers, controls tables, scenarios, consequence tables and other supporting documents used in the risk assessment and treatment workshops for each of the hazards in each council.
• Meet with relevant stakeholders outside of the councils and ZEMC for technical expertise or information (i.e. – hazard leaders, control agencies, emergency services, Local Government Association, state government agencies and non-government organisations).
• Prepare, facilitate and coordinate the risk assessment and risk treatment workshops for each hazard.
• Collate data and present findings to stakeholders and the community.
• Prepare, facilitate and coordinate the community workshops.
• Develop the Risk Management Reports, Local Community Emergency Risk Management Plans and the Implementation Plan for each council.
• Outputs that the Emergency Management Project Officer will deliver:
  • Project Plan: provides an overview of the project plus a timeline of deliverables and outputs.
  • Risk Methodology and Framework: outlines the policy, framework and processes to be used for the project.
  • Risk register, control table and scenarios for each hazard and council.
  • A consequence table that reflects each council area
  • Risk Management Plans: will contain the detail and findings from the risk assessment and treatment workshops
  • Local Community Emergency Management Plans: The Local Community Emergency Management Plan outlines the
responsibilities, authorities and the mechanisms to prevent or, if they occur, manage and recover from incidents and disasters within each of the council areas in the Barossa Zone.

- Implementation Plans: outlines the responsibilities, actions and time frames for the treatments options to be implemented, as well as ongoing funding strategies

1.12.3 Support and expertise may also be required and sought from hazard leaders, control agencies, some State Government agencies, Bureau of Meteorology, Local Government Association and key community organisations, businesses or industries who can provide relevant information, data and expert advice on the risks.

1.12.4 Hazard leaders, along with Advisory groups and Functional Services, ensure that all aspects of the State’s approach to a hazard, including mitigation, response and recovery measures are coordinated. Risk assessments relative to the hazard are a key role of a hazard leader. The Barossa ZEMC contributes to the State risk assessments for relevant hazards and hazard leaders in turn contribute to the Barossa ZEMC risk assessments. The LERM Project is focused on risk assessments at a local level which will feed upwards to the Zone and State risk assessments and vice versa. For more information on hazard leaders refer to the State Emergency Management Plan (SEMP) [http://www.ses.sa.gov.au/site/links.jsp#Legislation](http://www.ses.sa.gov.au/site/links.jsp#Legislation).

1.13 The Emergency Management Project Officer may work with the hazard leader to develop the risk statements, scenarios and controls for the risk assessment and treatment workshops. Ideally the hazard leader will conduct a brief presentation at the risk assessment and risk treatment workshops (along with any other subject matter experts where required) to provide the stakeholders with some detail to understand each hazard as well as the processes and plans in place.

2. RISK PRINCIPLES, FRAMEWORK AND PROCESS

2 The Local Emergency Risk Management principles, framework and process have been adapted from the AS/NZS 31000 and the National Emergency Risk Assessment Guidelines – The Emergency-Related Risk Management Process; see figure 1.
Risk Management Principles

2.1 When applying the risk assessment methodology, these principles which come from the Standards Australia, AS/NZS ISO 31000:2009 and NERAG should be followed ensuring that the LERM risk framework and process:

- **Creates and protects value** – risk management contributes to the wellbeing, sustainability and resilience of human health, the environment, the economy, public administration and social setting.
- **Integrates into all organisational processes** – risk management is a mainstream activity that is most effective when integrated into standard business practices of organisations, governments and communities.
- **Informs decision making** – risk management supports informed decision making and prioritisation of scarce resources for risk reduction activities.
- **Explicitly addresses uncertainty** – risk management recognizes and accounts for uncertainty of supporting data and information when undertaking risk assessments.
- **Is systematic, structured and timely** – consistent, reliable and comparable results are achieved when risk management is systematic, structured and timely.
- **Is based on the best available information** – best available data and information on risks, hazards, exposure and vulnerability are applied from a variety of sources, including historical data, forecasts, modeling, spatial atlases, observations, community input and expert judgment. Decision makers can still derive useful results despite the limitations of data, modeling and the possibility of divergent opinions among experts.
- **Is tailored** – the approach is fit for purpose and aligned with societal needs, the context and risk profile.
- **Considers and takes account of human cultural factors** – the capabilities, perceptions and intentions of individuals, stakeholders and the risk study team should be taken into account in emergency-related risk management processes.

- **Is transparent and inclusive** – risk management includes stakeholders and, in particular, decision makers in an appropriate and timely manner.

- **Is dynamic, iterative and responsive to change** – risk management responds to changing risk profiles and emerging information on hazards, exposure and vulnerability. When monitoring and reviewing of risks is effective, this process can identify when risks emerge, change or disappear.

- **Facilitates continual improvement** – effective risk management relies on the development and implementation of strategies that improve a government, organization or community’s risk management maturity. Such an approach underpins a resilient and an adaptive community.

**Risk Management Framework**

2.2 The risk management framework is intended to assist in the integration of risk management and its outputs into Local Government, business systems and activities. This framework ensures that information on emergency-related risks is adequately reported and used in decision making at relevant levels.

2.3 The key components of this framework which are also Standards Australia, AS/NZS ISO 31000:2009 based and found in NERAG, include:

- A mandate and commitment from leaders and managers of the relevant jurisdictions and organisations to undertake and use emergency-related risk management.

- Processes for the design of an effective framework for managing emergency-related risk to implement the mandate and commitment.

- Programs to implement the framework and risk management processes, including context setting, risk assessments, treatment planning, communication/consultation, and monitoring and review of emergency-related risks.

- Programs to allow monitoring and review of the framework.

- Process for continual improvement of the framework.

**Risk Process**

**Context Setting**

2.4 Establishing the Context phase defines the objectives of the organization or community, and the internal and external parameters within which risks are to be managed. This information is
useful in gaining a common understanding of the scope of the process and the criteria against which the risks will be measured.

2.5 Appropriately establishing the context will assist in developing a community’s resilience by accurately informing risk treatments that effectively target emergency-related risk while avoiding the creation of new risks.

2.6 Establishing the context involves a number of activities:
- Setting the scope
- Establishing goals and objectives
- Defining responsibilities
- Defining key elements
- Identifying key activities and processes
- Confirming the methodologies
- Gaining an understanding of the relevant social, political, economic, cultural and environmental factors
- Identifying stakeholders
- Identifying the physical environment and disaster history

Scenarios

2.7 In emergency-related risk assessments, establishing the context can include developing one or more scenarios of emergency events to be considered. A scenario is one or more representative emergency events that are used to illustrate identified management issues and provide the focus for the assessment. Scenarios may be based on historical events, data from previous events or simulated events based on modeling.

2.8 Each hazard will have at least one scenario to guide the risk assessment process. The scenarios can be developed with the assistance of the hazard leaders or other technical experts and will have an Average Recurrence Interval (ARI) base.

2.9 For assistance with scenario development; scenarios from Zone level risk assessments can be found in Govdex: https://govdex.gov.au/
Flood Scenario 1 - Minor flood in First to Fifth Creeks 26th June 1981

- Likelihood – Almost certain
- Frequency – 1:20 – 1:50 years (depending on creek)
- Average Recurrence Interval (ARI) - >20 years
- Heavy rain over three days saturated catchments
- 25th June 1981, 24 hour rainfall in Adelaide = 88mm and Magill = 132mm.
- Storm on 26th June 1981 caused flash flooding in Third and Fourth Creeks, minor flooding in First and Fifth Creeks.

Estimated average rainfall:
First Creek catchment: 25mm
Second Creek catchment: 27mm
Third Creek catchment: 35mm
Fourth Creek catchment: 35mm
Dry Creek catchment: 10mm
Brown Hill Creek catchment: 25mm

- Homes inundated
- Minor flooding in Hutt street
- People displace
- Phone services affected including those to the Adelaide Hills
- Inconveniences
  (Source – Floods in South Australia 1836 – 2005)

Figure 2: Flood Scenario (taken from the Zone Emergency Risk Management System Project)

Risk Identification

2.10 The aim of risk identification is to generate a comprehensive list of risks based on the risk study area, sources, events, causes and consequences.

2.11 Communicating and consulting with the right stakeholders for the risk identification phase is integral in ensuring the most relevant information is used to identify risks.

2.12 The key aspects to risk identification are:
- Generating risk statements: This is a structured statement of risk usually containing four elements: sources, events, causes and consequences.
- Identifying controls: for each risk statement, relevant prevention, preparedness, response and recovery controls need to be identified.
Developing a risk register: the risk register is where the results of risk identification, analysis and evaluation are recorded.

Review the risk register: to ensure that all relevant risks have been identified to satisfy the objectives of the risk assessment.

Controls

2.12.1 The Prevention, Preparedness, Response and Recovery controls are identified in the risk identification phase.

2.12.2 The strength of controls refers to the effectiveness of the control; how well it prevents risk or mitigates its impacts. The expediency of a control refers to how easily the control can be activated and used?

2.12.3 Determining the control strength and expediency is done using the Control Matrix (table 2) and Control Table (table 3) from NERAG which provides a rating from Very low to High. The control rating reflects how well the control is able to modify the risk and ease of implementing the control.

2.12.4 In this project the State controls will be reviewed but the focus will be on assessing and rating Local Government controls.

<table>
<thead>
<tr>
<th>Control strength</th>
<th>Very low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Medium</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Low</td>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Very low</td>
<td>Very low</td>
<td>Very low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

*Table 2: Control Matrix*

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LOCAL EMERGENCY RISK MANAGEMENT | Risk Framework and Methodology
<table>
<thead>
<tr>
<th>Level</th>
<th>Control strength</th>
<th>Control expediency</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Control is highly effective in reducing the level of risk</td>
<td>• The control is frequently applied.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A procedure to apply the control is well understood and resourced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The cost of applying the control is within current resources and budgets.</td>
</tr>
<tr>
<td>Medium</td>
<td>Control is effective in reducing the level of risk</td>
<td>• The control is infrequently applied and is outside of the operators’ everyday experience.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The use of the control has been foreseen and plans for its application have been prepared and tested.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some extraordinary cost may be required to apply the control.</td>
</tr>
<tr>
<td>Low</td>
<td>Control has some effect in reducing the level of risk</td>
<td>• The control is applied rarely and operators may not have experience using it.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The use of the control may have been foreseen and plans for its application may have been considered, but it is not part of normal operational protocols and has not been tested.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Extraordinary cost is required to apply the control, which may be difficult to obtain.</td>
</tr>
<tr>
<td>Very low</td>
<td>Control has almost no effect in reducing the level of risk</td>
<td>• Application of the control is outside of the experience and planning of operators, with no effective procedures or plans for its operation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• It has not been foreseen that the control will ever need to be used.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The application of the control requires significant cost over and above existing resources, and the cost will most likely be objected to by a number of stakeholders.</td>
</tr>
</tbody>
</table>

*Table 3: Control Table*

**Risk Analysis**

2.13 Risk analysis involves developing an understanding of a risk. It provides an input to risk evaluation and to decisions on whether risks need to be treated. This phase of the process examines each identified risk and uses evidence about that risk to determine the risk level. The risk level is derived from the consequence and likelihood ratings.

2.14 The key aspects to risk analysis are:

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- Collating relevant knowledge and expertise for each risk description that can be used to support likelihood and consequence levels.
- Considering one or more scenarios for each risk statement
- Examining the strength and expediency for existing controls (this can reduce the likelihood or severity of the consequences for the emergency event)
- Determining the consequence level and likelihood level of each risk, using the consequence and likelihood criteria
- Determining a risk level for each risk based on likelihood and consequence levels
- Determining a confidence level in the analysis of the risk based on the uncertainties of knowledge and opinion used to assess the likelihood, consequence and risk levels.

Risk Criteria – Consequence criteria and levels

2.14.1 A consequence level is determined for each risk statement for the emergency event identified, assuming that the emergency event has occurred with all current controls in place. The consequence table seen in NERAG (second edition) is used for this risk process. The consequence table is split into five impact categories: People, Economy, Public Administration, Social Setting and Environment. The Consequence levels are Catastrophic, Major, Moderate, Minor and Insignificant.

2.14.2 When assigning a consequence level to a risk statement, it is important that the most serious consequence is chosen. There are a number of descriptors within each impact category in the consequence table, only one of these descriptors needs to be met in order to select it, it does not need to meet all of the criteria.

Impact Categories

2.14.3 The impact categories for this risk management process and as seen in NERAG are: People, Economy, Public Administration, Social Setting and Environment. The risk study group should determine and record the priority of these impact categories in relation to their risk study area.

People

2.14.4 The people impact category describes deaths and injuries as a direct result of the emergency event, relative to the population being considered under the established context. Other factors to keep in mind when developing the People Consequences are things like higher populations during business hours and during seasonal tourism times.

2.14.5 When calculating the number of deaths or injuries or illness per population, numbers should be rounded to the nearest whole. For example, if considering deaths from an emergency event as a proportion of a population of interest:

- 250,000 people
  - 25 deaths or more would be considered a catastrophic consequence
  - 3 deaths or more (rounded up from 2.5) would be considered major
  - 1 or 2 deaths would be considered a moderate consequence
Economy

2.14.6 Economic consequences include financial and economic losses resulting directly from damage due to the emergency event. The gross product of the risk study area can be determined, for Local Government it would generally be the gross regional product. However, it is also important to know the risk study area and ensuring to avoid underestimating impact, other aspects such as industry loss, sectors and facilities should be included into the assessment. This is of assistance when looking at regional and council areas as they are generally reliant upon a particular industry or facility.

Environment

2.14.7 Environmental consequences include loss of species and landscapes, and loss of environmental value, as a result of the emergency event. The Environmental Consequence table provides a local risk description to apply it to a Local Government/council level context.

Public Administration

2.14.8 Public Administration consequences are concerned with the impact of the emergency event on the delivery of core functions of the governing bodies for the community.

Social Setting

2.14.9 Social Setting consequences are concerned with the effect on communities from the emergency event, as distinct from the individual impacts assessed in the people criteria.

2.14.10 The consequences of an emergency event can impact the community as a whole. For example, loss of shops, schools, retail and community events for a prolonged period can lead to people moving away or seeking support elsewhere. This leads to diffusion of community organisations and structures, and a permanent reduction in the community.
<table>
<thead>
<tr>
<th>Level</th>
<th>Death</th>
<th>Injury or illness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catastrophic</strong></td>
<td>Deaths directly from emergency greater than 1 in 10,000 people for population of interest</td>
<td>- Critical injuries with long-term or permanent incapacitation greater than 1 in 10,000 people for population of interest</td>
</tr>
</tbody>
</table>
| **Major**   | Deaths directly from emergency greater than 1 in 100,000 people for population of interest | - Critical injuries with long-term or permanent incapacitation greater than 1 in 100,000 people for population of interest, or  
- Serious injuries greater than 1 in 10,000 people for population of interest |
| **Moderate** | Deaths directly from emergency greater than 1 in 1,000,000 people for population of interest | - Critical injuries with long-term or permanent incapacitation greater than 1 in 1,000,000 people for population of interest, or  
- Serious injuries greater than 1 in 100,000 people for population of interest |
| **Minor**   | Deaths directly from emergency greater than 1 in 10,000,000 people for population of interest | - Critical injuries with long-term or permanent incapacitation greater than 1 in 10,000,000 people for population of interest, or  
- Serious injuries greater than 1 in 1,000,000 people for population of interest |
| **Insignificant** | Deaths directly from emergency less than 1 in 10,000,000 people for population of interest | - Critical injuries less than 1 in 10,000,000 people for population of interest, or  
- Serious injuries less than 1 in 1,000,000 people for population of interest, or  
- Minor injuries to any number of people |

*Table 4: People Consequence Table*
<table>
<thead>
<tr>
<th>Level</th>
<th>Economy Consequence Criteria</th>
<th>Impact on important industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>• Decline of economic activity, and/or&lt;br&gt;• Loss of asset value greater than 4% of gross product produced by the area of interest</td>
<td>Failure of a significant industry or sector in area of interest as a direct result of emergency event</td>
</tr>
<tr>
<td>Major</td>
<td>• Decline of economic activity, and/or&lt;br&gt;• Loss of asset value greater than 0.4% of gross product produced by area of interest</td>
<td>Significant structural adjustment required by identified industry to respond and recover from emergency event</td>
</tr>
<tr>
<td>Moderate</td>
<td>• Decline of economic activity, and/or&lt;br&gt;• Loss of asset value greater than 0.04% of gross product produced by area of interest</td>
<td>Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions directly attributable to the event</td>
</tr>
<tr>
<td>Minor</td>
<td>• Decline of economic activity, and/or&lt;br&gt;• Loss of asset value greater than 0.004% of gross product produced by area of interest</td>
<td>Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions directly attributable to the event</td>
</tr>
<tr>
<td>Insignificant</td>
<td>• Decline of economic activity, and/or&lt;br&gt;• Loss of asset value less than 0.004% of gross product produced by area of interest</td>
<td>Inconsequential business sector disruption due to emergency event</td>
</tr>
</tbody>
</table>

*Table 5: Economy Consequence Table*
<table>
<thead>
<tr>
<th>Level</th>
<th>Criteria</th>
<th>State or national risk description</th>
<th>Regional risk description</th>
<th>Local risk description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catastrophic</strong></td>
<td>Loss of species and/or landscapes</td>
<td>• Permanent destruction of an ecosystem or species recognised at the national level</td>
<td>• Permanent destruction of an ecosystem or species recognised at the national or state level, and/or</td>
<td>• Permanent destruction of an ecosystem or species recognised at the local, regional, state or national level, and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Severe damage to or loss of an ecosystem or species recognised at the national level</td>
<td>• Severe damage to or loss of an ecosystem or species recognised at the national or state level, and/or</td>
</tr>
<tr>
<td></td>
<td>Loss of environmental value</td>
<td>• Permanent destruction of environmental values of interest</td>
<td>Permanent destruction of environmental values of interest</td>
<td>Permanent destruction of environmental values of interest</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>Loss of species and/or landscapes</td>
<td>• Severe damage to or loss of an ecosystem or species recognised at the national level, and/or</td>
<td>• Permanent destruction of an ecosystem or species recognised at the local/regional level, and/or</td>
<td>• Minor damage to ecosystems or species recognised at the national level, and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Permanent destruction of an ecosystem or species recognised at the state level</td>
<td>• Severe damage to or loss of an ecosystem or species recognised at the state level, and/or</td>
<td>• Significant loss or impairment of an ecosystem or species recognised at the state level, and/or</td>
</tr>
<tr>
<td></td>
<td>Loss of environmental value</td>
<td>• Severe damage to environmental values of interest</td>
<td>• Severe damage to environmental values of interest</td>
<td>• Severe damage to environmental values of interest</td>
</tr>
<tr>
<td>Level</td>
<td>Criteria</td>
<td>State or national risk description</td>
<td>Regional risk description</td>
<td>Local risk description</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Moderate</td>
<td>Loss of species and/or landscapes</td>
<td>• Significant loss or impairment of an ecosystem or species recognised at the national level, and/or</td>
<td>• Minor damage to ecosystems and species recognised at the national level, and/or</td>
<td>• Minor damage to ecosystems and species recognised at the national level, and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Severe damage to or loss of ecosystems and species recognised at the state level, and/or</td>
<td>• Significant loss or impairment of an ecosystem or species recognised at the state level, and/or</td>
<td>• Significant loss or impairment of an ecosystem or species recognised at the state level, and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Permanent destruction of an ecosystem or species recognised at the local or regional level</td>
<td>• Severe damage to or loss of ecosystems and species recognised at the local or regional level</td>
<td>• Severe damage to or loss of ecosystems and species recognised at the local or regional level</td>
</tr>
<tr>
<td></td>
<td>Loss of environmental value</td>
<td>• Significant damage to environmental values of interest</td>
<td>• Significant damage to environmental values of interest</td>
<td>• Significant damage to environmental values of interest</td>
</tr>
<tr>
<td>Minor</td>
<td>Loss of species and/or landscapes</td>
<td>• Significant loss or impairment of an ecosystem or species recognised at the local and state levels, and/or</td>
<td>• Significant loss or impairment of an ecosystem or species recognised at the local and state levels, and/or</td>
<td>• Minor damage to ecosystems and species recognised at the local or regional level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minor damage to ecosystems or species recognised at the national level</td>
<td>• Minor damage to ecosystems and species recognised at the local and regional levels, and/or</td>
<td>• Minor damage to ecosystems and species recognised at the local or regional level</td>
</tr>
<tr>
<td></td>
<td>Loss of environmental value</td>
<td>• Minor damage to environmental values of interest</td>
<td>• Minor damage to environmental values of interest</td>
<td>• Minor damage to environmental values of interest</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Loss of species and/or landscapes</td>
<td>• Minor damage to an ecosystem or species recognised at the local or regional scale</td>
<td>• No damage to ecosystems at any level</td>
<td>• No damage to ecosystems at any level</td>
</tr>
<tr>
<td></td>
<td>Loss of environmental value</td>
<td>• Inconsequential damage to environmental values of interest</td>
<td>• Inconsequential damage to environmental values of interest</td>
<td>• Inconsequential damage to environmental values of interest</td>
</tr>
</tbody>
</table>

*Table 6: Environment Consequence Table*
<table>
<thead>
<tr>
<th>Level</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>• Governing bodies are unable to deliver their core functions</td>
</tr>
</tbody>
</table>
| Major       | • Governing bodies encounter severe reduction in the delivery of core functions  
|             | • Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions |
| Moderate    | • Governing bodies encounter significant reduction in the delivery of core functions  
|             | • Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions |
| Minor       | • Governing bodies encounter limited reduction in delivery of core functions |
| Insignificant| • Governing bodies’ delivery of core functions is unaffected or within normal parameters |

*Table 7: Public Administration Consequence Table*
### Social Setting Consequence Criteria

<table>
<thead>
<tr>
<th>Level</th>
<th>Loss of community wellbeing</th>
<th>Loss of culturally important objects and activities</th>
</tr>
</thead>
</table>
| **Catastrophic** | The community of interest’s social connectedness is irreparably broken, such that the community ceases to function effectively, breaks down and disperses in its entirety | • Widespread and permanent loss of objects of identified cultural significance  
• Permanent cancellation of a major culturally important community activity |
| **Major** | The community of interest’s social connectedness is significantly broken, such that extraordinary external resources are required to return the community to functioning effectively, with significant permanent dispersal | • Widespread damage or localised permanent loss of objects of identified cultural significance  
• Temporary cancellation or significant delay to a major culturally important community event |
| **Moderate** | The community of interest’s social connectedness is broken, such that community requires significant external resources to return the community to functioning effectively, with some permanent dispersal | • Damage or localised widespread damage to objects of identified cultural significance  
• Delay to a major culturally important community event |
| **Minor** | The community of interest’s social connectedness is damaged, such that community requires some external resources to return the community to functioning effectively, with no permanent dispersal | • Damage to objects of identified cultural significance  
• Delay to or reduced scope of a culturally important community event |
| **Insignificant** | The community of interest’s social connectedness is disrupted, such that the reprioritisation/reallocation of existing resources is required to return the community to functioning effectively, with no permanent dispersal | • Minor damage to objects of identified cultural significance  
• Minor delay to a culturally important community event |

Table 8: Social Setting Consequence Table

Risk Criteria – Likelihood level

2.14.11 After determining a consequence level for each risk statement, the likelihood level of that consequence occurring needs to be assessed. The likelihood method used for this process is based upon Standards Australia, AS/NZS ISO 31000:2009 Risk Management – principles

2.14.12 The likelihood level reflects both the probability of both the scenario (e.g. 1:20 year flood) and the probability of the risk statement and consequences occurring as a result of the event and there are two parts which contribute to the overall likelihood of a risk:

- a) The probability of the emergency event (e.g. flood) occurring; and
- b) The probability of the risk statement and consequences occurring

These two parts can be determined separately.

Likelihood % = chance of the scenario/event occurring x chance of the selected consequence occurring for the given risk statement

2.14.13 As stated in the Western Australian Risk Management Guide 2015; in order to be able to compare risks of different hazards properly, the probability of the event(s) needs to be known. For instance, an earthquake may be very damaging but unlikely to occur very often (1 in 200 years) but a serious bushfire may occur more often (1 in 50 years for example). To properly compare the risks (which is influenced by the probability of the event), the probability of the scenario needs to be determined.

2.14.14 The AEP is the probability of the scenario occurring in a given year. The AEP can be difficult to determine and is typically determined by comparison to other similar hazard occurrences, scientific research or by expert judgment based on scientific knowledge. Another way to look at scenario probability is the Average Recurrence Interval (ARI). The ARI is a statistical estimate of the average period of time (usually in years) between the occurrences of scenarios of a given size. It is more likely that people can estimate the probability in terms of years, for example, a flood occurs every 40 to 50 years. The Western Australian Risk Register Tool has designed a way to relate the ARI and the AEP, so the probability in years is known, the AEP value (in decimals) can be determined. The calculations can be found in the Western Australian Emergency Management Guide 2015: https://semc.wa.gov.au/riskmanagement/ermmaterials/Pages/default.aspx.

2.14.15 Ultimately the process once the AEP value is determined is: Likelihood % = chance of the scenario occurring (AEP) x chance of the selected consequence occurring for the given risk statement. The manual process is demonstrated below:

2.14.16 To make this process easier, the Western Australia Risk Register (WARR) Tool: https://semc.wa.gov.au/riskmanagement/ermmaterials/Pages/default.aspx is used to automatically provide the AEP and also provide the overall likelihood rating. The risk register used for the LERM Project has been adapted from the WARR Tool and allows for a much simpler and more accurate process when determining likelihood.

2.14.17 Determining the AEP can be done prior to the risk assessment workshops, so that the participants don’t have to work out how often a hazard occurs. To determine the

6 Western Australian SEMC – Western Australian Emergency Risk Management Guide 2015.
probability of the risk statement and consequences occurring as a result of the event (see figure 3, taken from the Western Australian Risk Management Guide 2015), a percentage value between 0.0001 (very rare) – 100% (Almost Certain) is required; this percentage is entered into the risk register.

![Figure 3: Determining the probability of a risk statement and consequences occurring](image)

2.14.18 The probability focuses on whether the particular risk statement would occur, given that the emergency event is happening. It is also the probability for the chosen consequence level (e.g. 20% probability for a major consequence; 80% for a moderate consequence). The probability required is a value between 0.0001-100%.

2.14.19 If the AEP and the risk statement/consequence percentage are both entered into the risk register into their respective areas, the likelihood level will automatically be displayed. To work this out manually the equation (as explained in the Western Australian Emergency Management Guide 2015) is demonstrated below:

2.14.20 An example is provided in the Western Australian Emergency Risk Management Guide 2015: consider a flood with an Annual Exceedance Probability (AEP) of 0.095 (1 in 10 years). Assuming the probability of a risk statement and consequences occurring is 60% (as an example), then,

- Likelihood % = probability of scenario x probability of risk statement/consequences (%)
  = 0.095 x 60
  = 5.7%
- Taking the value 5.7%, and comparing it to the AEP column in the likelihood table (table 10), the overall risk statement likelihood can now be determined as ‘Unlikely’ as 5.7 fits between 1 and 10% per year.

---

7 Western Australian SEMC – Western Australian Emergency Risk Management Guide 2015.
The following tables from NERAG (second edition) displays the conversion table for Annual Exceedance Probability (AEP) and Average Recurrence Interval (ARI) and the Likelihood levels as provided in NERAG along with the corresponding ARI, AEP (in years and decimal values) and frequency. These tables may be of assistance when working out the likelihood manually.

<table>
<thead>
<tr>
<th>Annual Exceedance Probability (AEP)</th>
<th>Average recurrence interval (ARI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>99.995% per year</td>
<td>0.1 year (average 10 events per year)</td>
</tr>
<tr>
<td>87% per year</td>
<td>0.5 year (average 2 events per year)</td>
</tr>
<tr>
<td>63% per year</td>
<td>1 year (average 1 event per year)</td>
</tr>
<tr>
<td>20% per year</td>
<td>5 years (average 1 event per 5 years)</td>
</tr>
<tr>
<td>10% per year</td>
<td>10 years (average 1 event per 10 years)</td>
</tr>
<tr>
<td>5% per year</td>
<td>20 years (average 1 event per 20 years)</td>
</tr>
<tr>
<td>2% per year</td>
<td>50 years (average 1 event per 50 years)</td>
</tr>
<tr>
<td>1% per year</td>
<td>100 years (average 1 event per 100 years)</td>
</tr>
<tr>
<td>0.5% per year</td>
<td>200 years (average 1 event per 200 years)</td>
</tr>
<tr>
<td>0.2% per year</td>
<td>500 years (average 1 event per 500 years)</td>
</tr>
<tr>
<td>0.1% per year</td>
<td>1000 years (average 1 event per 1000 years)</td>
</tr>
<tr>
<td>0.01% per year</td>
<td>10,000 years (average 1 event per 10,000 years)</td>
</tr>
<tr>
<td>0.001% per year</td>
<td>100,000 years (average 1 event per 100,000 years)</td>
</tr>
<tr>
<td>0.0001% per year</td>
<td>1,000,000 years (average 1 event per 1,000,000 years)</td>
</tr>
</tbody>
</table>

*Table 9: AEP – ARI Conversion Table*
<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Annual Exceedance Probability (AEP)</th>
<th>Average Recurrence Interval (ARI) (indicative)</th>
<th>Frequency (indicative)</th>
<th>Annual Exceedance Probability (AEP) in decimals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>63% per year or more</td>
<td>Less than 1 year</td>
<td>Once or more per year</td>
<td>0.632120559</td>
</tr>
<tr>
<td>Likely</td>
<td>10% to &lt;63% per year</td>
<td>1 to &lt;10 years</td>
<td>Once per 10 years</td>
<td>0.095162582</td>
</tr>
<tr>
<td>Unlikely</td>
<td>1% to &lt;10% per year</td>
<td>10 to &lt;100 years</td>
<td>Once per 100 years</td>
<td>0.009950166</td>
</tr>
<tr>
<td>Rare</td>
<td>0.1% to &lt;1% per year</td>
<td>100 to &lt;1000 years</td>
<td>Once per 1000 years</td>
<td>0.0009995</td>
</tr>
<tr>
<td>Very rare</td>
<td>0.01% to &lt;0.1% per year</td>
<td>1000 to &lt;10,000 years</td>
<td>Once per 10,000 years</td>
<td>9.9995E-06</td>
</tr>
<tr>
<td>Extremely rare</td>
<td>Less than 0.01% per year</td>
<td>10,000 years or more</td>
<td>Once per 100,000 years</td>
<td>9.99995E-06</td>
</tr>
</tbody>
</table>

*Table 10: Likelihood Table*

2.14.22 The likelihood levels are: Almost Certain, Likely, Unlikely, Rare, Very Rare and Extremely Rare. The descriptors for likelihood levels (e.g. likely, rare) are used in the context of emergency-related risk assessment and are not intended to be equivalent to the everyday language use of these terms, which may consider probabilities of these terms to be higher than described below. A logarithmic scale is used for likelihood levels, because the probability of emergency events can cover several orders of magnitude³.

2.14.23 Other factors to consider when determining the likelihood:
1. Consider the controls currently in place
2. Consider any temporal factors contributing to the consequence (e.g. time of day, major events)
3. Consider any material changes in exposure that may affect the likelihood level (e.g. population movements, ageing populations)

Risk Criteria – Risk level

2.15 Once the consequence and likelihood level have been assigned, a risk level is then determined. The qualitative risk matrix comes from NERAG (Second edition) and combines the consequence and likelihood ratings to determine the risk level, which ranges from very low to extreme. The risk level needs to be recorded in the risk register.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
</tr>
<tr>
<td>Rare</td>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Very rare</td>
<td>Very low</td>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Extremely rare</td>
<td>Very low</td>
<td>Very low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
</tbody>
</table>

Table 11: Qualitative Risk Matrix

2.16 The risk level, together with the confidence level (table 12) will determine the need for additional detailed assessment and inform the treatment of risks.

Risk Criteria - Confidence

2.17 Assessing confidence helps to avoid misleading results, and is used to identify and communicate uncertainty. The confidence table is used from NERAG (second edition) and allows a confidence level of Highest, High, Moderate, Low and Lowest. The rating is based upon supporting evidence, expertise and participant agreement in the assessment.
<table>
<thead>
<tr>
<th>Confidence Level</th>
<th>Descriptor</th>
<th>Supporting Evidence</th>
<th>Expertise</th>
<th>Participant Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest</td>
<td>Assessed likelihood, consequence or risk is easily assessed to one level, with almost no uncertainty</td>
<td>Recent historical event of similar magnitude to that being assessed in the community of interest, or Quantitative modelling and analysis of highest quality and length of data relating directly to the affected community, used to derive results of direct relevance to the scenario being assessed</td>
<td>Risk assessment team contains relevant and demonstrated technical expertise in the field being assessed, and experience in data and/or modelling of direct relevance to the scenario being assessed, and Technical expertise is highly influential in the decisions of the risk assessment team</td>
<td>Agreement among participants on the assessment of levels of likelihood, consequence or risk</td>
</tr>
<tr>
<td>High</td>
<td>Assessed likelihood, consequence or risk has only one level, but with some uncertainty in the assessment</td>
<td>Recent historical event of similar magnitude to that being assessed in a directly comparable community of interest, or Quantitative modelling and analysis uses sufficient quality and length of data to derive results of direct relevance to the event being assessed</td>
<td>Risk assessment team contains relevant technical expertise in the field being assessed, and experience with data and/or modelling relating to the event being assessed, and Technical expertise is highly influential in the decisions of the risk assessment team</td>
<td>Disagreement on only minor aspects, which have little effect on the assessment of levels of likelihood or consequence</td>
</tr>
<tr>
<td>Moderate</td>
<td>Assessed likelihood, consequence or risk could be one of two levels, with significant uncertainty</td>
<td>Historical event of similar magnitude to that being assessed in a comparable community of interest, or Quantitative modelling and analysis with reasonable extrapolation of data required to derive results of direct relevance to the event being assessed</td>
<td>Risk assessment team contains relevant technical expertise in the field being assessed, and experience in data and/or modelling of relevance to the event being assessed, and Technical expertise is used by the risk assessment team</td>
<td>Disagreement on significant issues, which would lead to different levels of likelihood or consequence depending on which argument was followed</td>
</tr>
<tr>
<td>Low</td>
<td>Assessed likelihood, consequence or risk could be one of three or more levels, with major uncertainty</td>
<td>Some comparable historical events through anecdotal information, or Quantitative modelling and analysis with extensive extrapolation of data required to derive results of relevance to the event being assessed</td>
<td>Risk assessment team contains technical expertise related to the field being assessed, and Technical expertise is taken into account by the risk assessment team</td>
<td>Disagreements on fundamental issues relating to the assessment of likelihood or consequence, which would lead to a range of rating levels</td>
</tr>
<tr>
<td>Lowest</td>
<td>Assessed likelihood, consequence or risk could be one of four or more levels, with fundamental uncertainty</td>
<td>No historical events or quantitative modelled results to support the levels</td>
<td>No relevant technical expertise is available to the team for analysis</td>
<td>Fundamental disagreement on levels of likelihood, consequence or risk, with little prospect of agreement</td>
</tr>
</tbody>
</table>

Table 12: Confidence Table
Risk Evaluation

2.17.1 Risk evaluation is the third phase of the risk assessment process and is the process used to assist in making decisions based on the outcomes of risk analysis, about which risks require treatment and the priority for treatment implementation. Councils have a predetermined risk appetite which guides the organisation in its tolerance of certain level of risk depending on the source and category of that risk. Councils should follow their own risk policies and frameworks when and if certain risks fall into their specific business units and follow the LERM reporting processes outlined in 2.18.15.

Risk Priority

2.17.2 The outcome of the risk evaluation process is to assign priority to each risk, based on the risk level and confidence associated with that risk. The priority is a level from 1 (highest priority, requiring the highest level of attention) to 5 (lowest priority, requiring monitoring and maintenance of existing controls) and is determined by the risk level and the level of confidence. The response to a level of priority is to:

- Improve the confidence level of the risk (if possible) through research, further expert opinion or further studies
- Treat the risk by taking action to reduce the likelihood or consequence of the risk
- Monitor and review the risk as part of the ongoing risk management process
  - The Decision Point process (2.18.1) allows for clearer direction as to what action to take for each risk.
### Priority Descriptors

<table>
<thead>
<tr>
<th>Priority</th>
<th>General descriptor: action pathway</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Highest priority for further investigation and/or treatment, and the highest authority relevant to context of risk assessment must be formally informed of risks. Each risk must be examined, and any actions of further investigation and/or risk treatment are to be documented, reported to and approved by that highest authority.</td>
</tr>
<tr>
<td>2</td>
<td>High priority for further investigation and/or treatment, and the highest authority relevant to context of risk assessment should be formally informed of risks. Further investigations and treatment plans should be developed.</td>
</tr>
<tr>
<td>3</td>
<td>Medium priority for further investigation and/or treatment. Actions regarding investigation and risk treatment should be delegated to appropriate level of organisation, and further investigations and treatment plans may be developed.</td>
</tr>
<tr>
<td>4</td>
<td>Low priority for further investigation and/or treatment. Actions regarding investigation and risk treatment should be delegated to appropriate level of organisation, and further investigations and treatment plans may be developed.</td>
</tr>
<tr>
<td>5</td>
<td>Broadly acceptable risk. No action required beyond monitoring of risk level and priority during monitoring and review phase.</td>
</tr>
</tbody>
</table>

*Table 13: Priority Descriptors*

2.18 The level of confidence used in the risk assessment is used to select the table that is used to determine priority.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
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<tr>
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<tr>
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<tr>
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<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Very rare</td>
<td></td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
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<td></td>
<td>5</td>
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</table>

*Table 14: Priority levels at highest confidence*
<table>
<thead>
<tr>
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<th>Consequence</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Likely</td>
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<td>4</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Unlikely</td>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Rare</td>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Very rare</td>
<td></td>
<td>5</td>
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<td>4</td>
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<td></td>
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</tr>
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</table>

*Table 15: Priority levels at high confidence*

<table>
<thead>
<tr>
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<th>Consequence</th>
<th>Insignificant</th>
<th>Minor</th>
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<th>Major</th>
<th>Catastrophic</th>
</tr>
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<tr>
<td>Almost certain</td>
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<td>3</td>
<td>2</td>
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<td>1</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
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</table>

*Table 16: Priority levels at moderate confidence*
Consequence

<table>
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<th>Likelihood</th>
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<th>Minor</th>
<th>Moderate</th>
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<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3</td>
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<td>1</td>
</tr>
<tr>
<td>Likely</td>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Unlikely</td>
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<td>Rare</td>
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<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Very rare</td>
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<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Extremely rare</td>
<td></td>
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<td>2</td>
</tr>
</tbody>
</table>

Table 17: Priority levels at low confidence

Consequence

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Likely</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Unlikely</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rare</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Very rare</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Extremely rare</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Table 18: Priority levels at lowest confidence

Detailed analysis - Decision point

2.18.1 NERAG (second edition) provides a suitable solution to working out what steps to take once the priority levels have been determined. This is done through categorising the prioritised risks;

- **Category 1: Risk requiring treatment (with confidence to determine treatment objectives).** For these risks, the risk assessment is completed because they are
required to be treated and the information contained in the risk register provides guidance to determine treatment objectives.

- **Category 2: Risks requiring further analysis and subsequent re-evaluation.** For these risks, the risk assessment continues in the form of a revised baseline assessment or a detailed assessment, which will then lead to a re-analysis and re-evaluation of the risk.

- **Category 3: Risks (currently) requiring ongoing monitoring and maintenance of existing controls.** These risks will be subject to monitoring and review during the ongoing risk management process.

### 2.18.2 NERAG (second edition – pages 81 and 82) provides questions to assist in deciding on which further actions to take for each risk and which category the risk falls into.

![Decision Point Questions Diagram]

**Figure 4: Decision Point Questions**

### Risk Treatment

2.18.3 Risk treatment is the part of risk management where risk is modified by selecting appropriate options and implementing them to meet community and council objectives.
2.18.4 At the end of the risk management process, decisions will need to be made about how to expend limited resources to deal with and effectively manage emergency-related risk on behalf of the public in a way that is appropriate to the time, place and culture of the community of interest.

Identifying Risk Treatment Options

2.18.5 Treatment objectives should be created for the risks that are taken to the treatment stage. This allows for some direction for what is required to reduce the risk and therefore assist in developing risk treatment options.

2.18.6 When identifying and developing options for risk treatment, the following actions from NERAG (second edition) can be used as prompts to know when to generate risk treatment options:

- Avoiding the risk
- Removing the risk source
- Changing the likelihood of:
  - an initiating event or source of risk happening
  - a hazard affecting elements at risk
  - consequences occurring should a source of risk cause a hazard to affect elements at risk
- Sharing the risk
- Retaining the risk by informed decision

Generating Risk Treatment Options - Selection Criteria

2.18.7 The selection criteria as shown in NERAG (see table below) provides a way of which risk treatments can be determined to ensure they are viable and appropriate treatment options.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Questions to assess the treatment option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Is this option affordable? Is it the most cost-effective? Is it capital and/or recurrent?</td>
</tr>
<tr>
<td>Timing</td>
<td>Will the beneficial effects of this option be quickly realised?</td>
</tr>
<tr>
<td>Leverage</td>
<td>Will the application of this option lead to further risk-reducing actions by others?</td>
</tr>
<tr>
<td>Administrative efficiency</td>
<td>Can this option be easily administered, or will its application be neglected because of difficulty of administration or lack of expertise?</td>
</tr>
<tr>
<td>Continuity of effects</td>
<td>Will the effects of applying this option be continuous or merely short term? If continuous, will the treatment option be sustainable over time?</td>
</tr>
<tr>
<td>Compatibility</td>
<td>How compatible is this option with others that may be adopted?</td>
</tr>
</tbody>
</table>
Table 19: Criteria for Assessing Treatment Options

<table>
<thead>
<tr>
<th>Jurisdictional authority</th>
<th>Does this level of government have the legislated authority to apply this option? If not, can higher levels be encouraged to do so?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effects on people</td>
<td>What will be the health and wellbeing impacts of this option?</td>
</tr>
<tr>
<td>Effects on the economy</td>
<td>What will be the economic impacts of this option?</td>
</tr>
<tr>
<td>Effects on the environment</td>
<td>What will be the environmental impacts of this option?</td>
</tr>
<tr>
<td>Effects on public administration</td>
<td>What will be the administrative impacts of this option?</td>
</tr>
<tr>
<td>Effects on social setting</td>
<td>What will be the social impacts of this option?</td>
</tr>
<tr>
<td>Risk creation</td>
<td>Will this option itself introduce new risks?</td>
</tr>
<tr>
<td>Equity</td>
<td>Do those responsible for creating the risk pay for its reduction? When the risk is not a result of people’s decisions, is the cost fairly distributed?</td>
</tr>
<tr>
<td>Risk reduction potential</td>
<td>What proportion of the losses due to the risk will this option prevent?</td>
</tr>
<tr>
<td>Political acceptability</td>
<td>Is this option likely to be endorsed by the relevant governments?</td>
</tr>
<tr>
<td>Public and pressure group reaction</td>
<td>Are there likely to be adverse reactions to implementation of this option?</td>
</tr>
<tr>
<td>Individual freedom</td>
<td>Does this option deny basic and/or existing rights? Is it legal?</td>
</tr>
</tbody>
</table>

Prioritising Risk Treatments

2.18.8 A system that has been used in the Zone Emergency Risk Management System Project has proved to be a successful way of prioritising and rating risk treatments based upon the tolerability/priority level of the risk that is being assessed.

2.18.9 The tolerability and priority level gives a total weighted score for that particular risk treatment option once you have provided a rating of 1 (low), 2 (medium) or 3 (high). The rating descriptions can be seen in the table below and are based on the selection criteria of Risk Reduction Potential, Continuity of Effects, Risk Creation and Cost Effectiveness which come from the Selection Criteria table and are generally seen as the most important criteria to assess when looking at risk treatments (they are greyed out in table 19). The other criteria in table 19 can still be used to assist in determining the viability of the treatment options, simply note down any further comments into the treatment register in regards to any other selection criteria.
Table 20: Risk Treatment Rating

<table>
<thead>
<tr>
<th>Risk Treatment Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Risk treatment not applicable for the risk</td>
</tr>
<tr>
<td>1 - Low</td>
<td>Not a practical/realistic risk treatment, no risk reduction potential, no continuous effects, introduces new negative risks, not cost effective.</td>
</tr>
<tr>
<td>2 - Medium</td>
<td>Largely a practical/realistic risk treatment, some risk reduction potential, mid-long term continuous effects, no new negative risks introduced, moderately cost effective.</td>
</tr>
<tr>
<td>3 - High</td>
<td>Entirely practical/realistic risk treatment, likely risk reduction potential, continuous long term effects, affordable and cost effective.</td>
</tr>
</tbody>
</table>

Residual risk

2.18.10 The risk register allows for a separate spreadsheet to assess residual risk if the council wishes to do so. Once the treatment options have been implemented then the residual risk can be assessed and recorded using the same process as the risk assessment keeping in mind the newly implemented treatment, all data should be recorded and compared to the original assessment to highlight any improvements to the risk and/or any further analysis required.

Control Improvements

2.18.11 Controls that are rated low and very low should be looked at for control improvements. The controls will require a control objective to be created to improve the control. The control objective can be rated a 3, 2, 1 or 0 based on the criteria set out in table 20 below.

2.18.12 A weighting system similar to that of the treatment options is used to prioritise the control improvements.
2.18.13 Monitoring and Review is a formal part of risk management and involves regular checking and surveillance. The monitoring and review process will:

- Ensure that the identified controls are operating effectively and adequately, and have not changed over time;
- Provide further information to improve risk assessment, ensuring the most up to date information is available to use as evidence for the likelihood, consequence and confidence levels;
- Incorporating information from emergency events that may have occurred since the last risk assessment
- Accounting for changes in the context of the risk assessment

<table>
<thead>
<tr>
<th>Rating</th>
<th>Level</th>
<th>Control Strength</th>
<th>Control Expediency</th>
</tr>
</thead>
</table>
| 3      | High    | Control is highly effective in reducing the level of risk | - Application of the control would be frequent  
- A well-understood and resourced procedure that would be applied regularly  
- Cost of applying the control is within current resources and budgets |
| 2      | Medium  | Control is effective in reducing the level of risk         | - Application of the control would be infrequent and outside of the operators everyday experience  
- The use of the control has been foreseen, and plans for its application have been prepared and tested  
- Some extraordinary cost may be required to apply the control |
| 1      | Low     | Control has some effect in reducing the level of risk     | - Application of the control would be rare and operators may not have experience using it  
- The use of the control may have been foreseen, and plans for its application may have been considered, but it is not part of normal operating protocols and has not been tested  
- Extraordinary cost is required to apply the control, which may be difficult to obtain |
| 0      | Very Low| Control has almost no effect in reducing the level of risk | - Application of the control would be outside of the experience and planning of operators with no effective procedures or plans for its operation  
- It has not been foreseen that the control will ever need to be used  
- The application of the control requires significant cost over and above existing resources, and the cost will most likely be objected to by a number of stakeholders |

Table 21: Control Improvements Table
• Allow for the identification of emerging risks

**Reporting**

2.18.14 This framework and methodology, the risk management reports, Local Community Emergency Management Plans and the Implementation Plan should be reviewed annually by each council. Any amendments or concerns in regards to the framework and methodology should be taken to the Barossa Zone Emergency Management Committee to seek agreement by all councils and the ZEMC on any changes to be made.

2.18.15 The Implementation Plan will provide more detail on the reporting processes and governance. The general reporting process will be for councils to report on such things as updates on the implementation of treatments and control improvements to the Barossa Zone Emergency Management Committee (ZEMC) at each ZEMC meeting. Working groups made up of councils and the ZEMC and any other stakeholders can work together to collaborate where needed for such things as risks that cross over a number of councils or where further analysis is required (i.e. reviewing likelihood, consequence and confidence levels).

**Councils – Important Information**

2.19 There are some variables for councils to consider when going through this risk process, they are:

• Impact Category criteria for the consequence table – this can be made specific to each council area. For example, each council should have a discussion about the People impact category and look at each consequence level and determine what would define "Catastrophic" or "Major" etc. in their council area (i.e. how many deaths?) The populations of each council area can be used as a base, but there is the opportunity to adjust this if necessary. The same applies to the other impact categories, Economy is based on the gross regional product but if the council doesn’t agree to the matching consequence level then again the discussion can be had to adjust the criteria to make it as accurate as possible.

• The risk statements that are created for the risk register can be made specific to the council area being assessed. For example, specific catchments, infrastructure, objects of significance and industries can be included within the statements.

---

- Within the Risk Management Action Plan, the area of risk types/business unit has been left blank for each council to include their specific risk type/business unit as they vary from council to council.

- Priority hazards may vary from each council; ensure councils have the opportunity to determine their specific priority hazards to be assessed.

### Approval of Local Emergency Risk Management – Risk Framework and Methodology Document

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Chair of the Barossa Zone Emergency Management Committee

### Policy Version History

<table>
<thead>
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<th>Version No</th>
<th>Approval Date</th>
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APPENDIX

Appendix A – Emergency Risk Assessments South Australia
Appendix B – Risk Management Sources: LERM Project

- Zone Emergency Risk Management System Project
- Councils within the Barossa Zone - Risk Frameworks
- Model Council Emergency Risk Management Guidelines - Local Government Association
- Western Australian Emergency Risk Management Guide 2015
The Barossa Council
Local Emergency Risk Management Report
March 2018
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Acknowledgments
The Barossa Council acknowledges The Office of Emergency Management, Western Australian Government. Underpinning this project is the Local Emergency Risk Management Framework and Methodology. This was made possible through the support and sharing of the Western Australian Risk Register Tool.

Introduction
This report summarises the risk management assessment phase of the Local Emergency Risk Management (LERM) Project conducted for the Barossa Council as part of a regional wide initiative (including the Adelaide Plains Council, Light Regional Council and the Town of Gawler) and supported with funding from Federal and State Government through the National Disaster Resilience Program Fund. The Barossa Council has managed and hosted the project. While there has been considerable risk assessment work completed through the Barossa Zone Emergency Management Committee, the risk assessments reported here have taken a local government and community approach. The results described here will assist the council to plan and improve prevention, preparedness, response and recovery strategies, as well as providing emergency management information for the community.

This document is a summary of the evidence which identifies local priority risks and provides initial recommended actions and strategies. Following this assessment phase, decisions relating to risk treatments and all other further analysis will need to be addressed by the council. These will fall into the following categories:

- Risk treatment – introduction of a new control or improvements to an existing one.
- Further analysis – conducting more research, seeking assurance, sourcing funding and in some cases referring the risk back to the Zone Emergency Management Committee.
- Monitor and Review – the risk evaluation phase is complete for these risks and they can be reviewed as required or as specified by the council’s emergency risk management processes.

This information will create the necessary actions for the council’s implementation plan.

This report is underpinned by the following documents:
- The Barossa Council Extreme Weather Risk Register
- The Barossa Council Flood Risk Register
- The Barossa Council Rural Fire Risk Register
- The Barossa Council Emergency Risk Management Implementation Plan
- Local Emergency Risk Management Framework and Methodology.

Local Government and Community: a shared responsibility
Local government support the emergency management arrangements in South Australia and have a particularly important role to play in mitigating risk, supporting emergency service agencies in response to an emergency and supporting the community during recovery. Local government also has a role to
educate communities about emergencies and providing local knowledge to support responses to emergencies.¹

Effective emergency management involves community members playing their part in each stage of the process when it comes to preventing, preparing for, responding to and recovering from emergencies. This can be done by individuals understanding their exposure to risk by accessing information resources available through government, non-government agencies and community organisations in terms of planning and preparation for protecting life and property. It involves becoming aware of the potential threats in localities and environments and is increased by familiarising with local community emergency management arrangements.²

Constraints
Everyone has a responsibility to emergency risk management; however, the council as an entity encounters several constraints in preventing, preparing for, responding to and recovering from emergencies. Within the scope of this emergency risk management report the following constraints have been identified.

Timing and business operating hours
While councils can identify and nominate the necessary people to respond to an emergency there are other areas of council business that will not be functional or open outside of regular business hours. Disasters can occur at any time. This needs to be considered when providing information to the community.

Cost
Across this report several potential mitigation strategies have been suggested. Such mitigation strategies will require the acquisition of grant or other funding streams. However, it is anticipated that these strategies may not be implemented immediately due to a lack of funding or time constraints created through existing projects and commitments.

Council’s responsibilities
While council has a responsibility to support and in relation to specific actions undertake prevention, preparedness, response and recovery actions, there is also the responsibility of each individual within our community. The aim of this project is to increase the community’s resilience to emergencies. Keeping in mind that some people are more at-risk in our community. It is not the council’s responsibility to initiate evacuations in emergencies. The choice to ‘leave early’ sits entirely with the individual and how they have decided what they will do in their emergency plans. This is problematic because many people do not have a plan. In addition to this, people are uncertain of what to do and will wait until the authorities inform them of what to do next. This adds an extreme amount of extra work and pressure for the emergency services and local government. Council can highlight the benefits of having a plan through its communication channels (newsletters, website as well as linking into existing program and community events). A prepared community is more likely to survive a disaster and recover well.

Barossa Zone level

¹ State Emergency Management Plan, p. 10.
² State Emergency Management Plan, p. 11
Across this project several risk statements have been evaluated at a high priority and fall outside of the usual roles and responsibilities of the council and the community. In such cases these risks may require higher level advocacy, policy and legislative changes and will be directed to the Barossa Zone Emergency Management Committee where they can be addressed.

Context of the Barossa Council Region

The Barossa Council is approximately 80kms from the Adelaide CBD. European settlement dates from the late 1830s with the townships of Angaston, Eden Valley, Krondorf, Light Pass, Lyndoch, Mount Pleasant, Nuriootpa, Penrice, Rosedale, Rowland Flat, Springston, Stockwell, Tanunda and Williamstown being established in the 1840s and 1850s. While originally the mostly-German settlers tried their hand at many types of agricultural produce, including fruits and vegetables, tobacco and wheat, grape growing quickly took over and is still the stronghold of the Barossa. Expansion occurred from the 1880s into the early 1900s, with the area becoming a major wine producer. The population increased gradually from the early 1990s, rising from about 16,000 in 1991 to nearly 22,000 in 2011. The latest Census data shows that there are now 23,558 people residing in the Barossa Council region.\(^3\)

The Barossa Council area is a predominantly rural with substantial rural-residential and township areas. The Council area encompasses a total land area of over 900 square kilometres. The major townships include Angaston, Lyndoch, Mount Pleasant, Nuriootpa, Tanunda and Williamstown. Furthermore, there are many smaller settlements of Moculta, Lights Pass, Rosedale, Eden Valley, Springston, Bethany, Penrice, Sandy Creek, Roland Flat and Stockwell. Rural land is used mainly for sheep and cattle grazing, crop and fruit growing and viticulture. Tourism is also an important industry, with Barossa being one of Australia’s renowned wine regions with some of the world famous wineries located here, including Jacob’s Creek, Penfolds, Wolf Blass and Yalumba.

Whilst not an exhaustive list the major landscape parks of the Council area include Kaiserstuhl Conservation Park, Sandy Creek Conservation Park, Barossa Reservoir, South Para Reservoir, Warren Reservoir, Parra Wirra Recreation Park and the Barossa Bush Gardens. Numerous trails and bushwalk areas including the Heysen and Lavender trails, extensive open spaces include parks, gardens and sporting and community facilities. Significant infrastructure of the Council area include extensive wine, food, tourism and agricultural assets and businesses, over 900km of road infrastructure, flood and stormwater infrastructure, TAFE SA (Barossa Nuriootpa Campus), Angaston Hospital, Mount Pleasant District Hospital, Tanunda War Memorial Hospital, The Barossa Museum, Barossa Regional Gallery, Barossa Aquatic & Fitness Centre, State Government facilities, SA Water and SAPN depot, aged care and retirement facilities and extensive retail precincts. Large essential service assets include mains water throughout the townships, reticulated irrigation systems of Barossa Infrastructure Limited, mains gas supply, community wastewater management systems or SA water sewer systems, power supply network and mobile and fixed telecommunications and NBN services.

\(^3\) 2016 Census Quick Stats (Barossa DC).
Priority Hazards
The State Emergency Management Plan has identified nine key hazards throughout South Australia.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal and Plant Disease</td>
<td>Primary Industries and Regions SA</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Department of Planning, Transport and Infrastructure</td>
</tr>
<tr>
<td>Extreme Weather</td>
<td>SA State Emergency Services</td>
</tr>
<tr>
<td>Fire – Rural</td>
<td>SA Country Fire Service</td>
</tr>
<tr>
<td>Fire – Urban</td>
<td>SA Metropolitan Fire Service</td>
</tr>
<tr>
<td>Flood</td>
<td>Department of Environment, Water and Natural Resources</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Safe Work SA</td>
</tr>
<tr>
<td>Human Disease</td>
<td>SA Health</td>
</tr>
<tr>
<td>Terrorism</td>
<td>SA Police</td>
</tr>
</tbody>
</table>

In meeting emergency management obligations the Barossa ZEMC has conducted a broad and detailed risk assessment for all hazards (reports are available through the Zone Emergency Management Committee). Furthermore, the Barossa ZEMC has also sought and received assurance briefings on all other hazards from the Hazard Leaders. For the purpose of the Local Emergency Risk Management Project the Barossa Council selected the following priority hazards to conduct risk assessments.

- Extreme Weather (Heat & Storm)
- Flood
- Rural Fire

Risk Assessment Framework and Methodology

The Local Emergency Risk Management Framework and Methodology was developed to provide a strategic and evidence-based way of completing emergency risk assessments at a local government and community level. This is an integrated model which is underpinned by the National Emergency Risk Assessment Guidelines (NERAG) and the Western Australian Emergency Risk Management Guide 2015. The Western Australian Risk Register Tool has been used throughout this assessment. Each compiled Risk Register is available as an electronic version (hyperlinks here).

Risk Assessment Phase

Outputs
Three risk assessments were completed as part of the evidence gathering phase of the Local Emergency Risk Management Project including the review of work undertaken at the Zone (or regional) level. Risk assessment workshops were conducted for Extreme Weather (Heat and Storm), Flood and Rural Fire. Each workshop was held with key staff from the council and technical expertise was sought from the

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relevant Hazard Leaders. For the detailed risk assessment framework and methodology please refer to the ‘Local Emergency Risk Management Framework and Methodology’ document (insert hyperlink to Content Management system).

The risk assessments conducted for the Barossa Council include the following outputs which are contained in the relevant risk registers and this document:

- a list of all the existing controls
- a register of identified risk statements determined by all stakeholders
- an analysis of each risk to determine the level of risk in terms of its likelihood, consequence, probability and confidence
- an evaluation that assigns each risk a priority
- a schedule of prioritised risks recommended for further assessment, treatment or monitoring.

Impact Categories

Each risk statement has been assessed under a specific impact category. These include:

- People
- Economy
- Public Administration
- Social Setting
- Environment

Each hazard has detailed assessment information documented within the risk register. This report summarises each individual risk statement for each priority hazard that has been determined as requiring ‘risk treatment’ (Category 1) or ‘further analysis’ (Category 2). Both Category 1 and 2 risks are documented in the implementation plan and require action. Any remaining risk statements that have been nominated to Category 3 are documented within the risk register as ‘Monitoring and Review’. Although these risks require no immediate action, they can be revisited as needed and reviewed in accordance with the council’s emergency risk management framework and protocols at any time.

Risk Categories

**Category 1 (Risk Treatment)**

Risks requiring treatment (with confidence to determine treatment objectives). For these risks, the risk assessment is completed because they are required to be treated and the information contained in the risk register provides guidance to determine treatment objectives. This can be applied as either an alteration or improvement to an existing control or the addition of a new control. Councils can use their own relevant decision-making framework in this process. These risk statements will be transferred to the implementation plan for future consideration.

**Category 2 (Further Analysis)**

Risks requiring further analysis and subsequent re-evaluation. For these risks, the risk assessment continues in the form of a revised baseline assessment or a detailed assessment, which will then lead to a re-analysis and re-evaluation of the risk as and when new information is available. This can include further clarification, investigation and assurances relating to the risk. These risk statements will be transferred to the implementation plan for future consideration.
Category 3 (Monitoring and Review)
Risks (currently) requiring ongoing monitoring and maintenance of existing controls. These risks will be subject to monitoring and review during the ongoing risk management process. They will not be included in the implementation plan. Following the risk evaluation phase these items remain as a record in the risk register where they can be reviewed following an event, or as part of the regular emergency risk assessment protocol for the council.

Risk Assessment Analysis
A total of 112 risk statements across Flood, Extreme Weather (Heat and Storm) and Rural Fire were analysed for the Barossa Council area. There were 38 people impacts, 39 economy impacts, nine public administration impacts, 16 social setting impacts and 10 environment impacts in total. Each risk statement has been checked against the Zone level risk assessment data to ensure that assurances have been met. Any additional Zone level risks that are beyond the scope of the council’s responsibility will continue to be monitored through the regular review process or when incidents occur.

Each risk statement was evaluated using the LERM Framework and Methodology. This process included the following steps:

- Determining the Annual Exceedance Probability (using the Hazard Frequency Calculation worksheet) which is entered into the AEP column on the risk register.
- Determining the maximum consequence (Insignificant, Minor, Moderate, Major, Catastrophic) using the consequence tables.
- Determining the probability of the risk statement/consequences occurring (entered as a percentage).
- Selecting the confidence level (Highest, High, Moderate, Low, Lowest), using the confidence table.\(^5\)

The assessment results were populated directly into the risk register worksheet. This process automatically generated the likelihood and risk levels as well as the risk priority for each statement. The risk register used across this project is based on the Western Australian Assessment Register Tool and follows the National Emergency Risk Assessment Guidelines.\(^6\)

Upon completion of the evaluation each risk statement had a category rating of either one, two or three applied. These ratings provide information on what actions must be taken in the treatment, further analysis and monitoring and review phase. To determine the category rating the ‘decision point’ process described in the LERM Framework and Methodology was used. This method is sourced from the National Emergency Risk Assessment Guidelines.

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\(^5\) The detailed explanation of this process is given in the LERM Framework & Methodology.
\(^6\) For a detailed explanation of the formulas used in the LERM Risk Register refer to the LERM Risk Framework & Methodology: Local Emergency Risk Management Guide.
Extreme Weather (Heat & Storm)

A total of 38 individual risk statements were developed and analysed. These were addressed across each impact category (people, economy, public administration, social setting and environment). This workshop combined both Heat and Storm for the Extreme Weather hazard. The assessment included a review of work undertaken and the zone (or regional) level.

To develop each statement two risk scenarios were used. An Extreme Heat Scenario - SA, Vic, NSW, ACT and Northern Tasmania (January – February 2009). (Appendix 1). An Extreme Storm Scenario – Port Broughton Storm (14th November 1979). (Appendix 2).
People Impacts

People impacts included:
- Health of residents resulting in death or injury.
- Sporting events and other mass gatherings resulting in death or injury.
- Injury and/or death of vulnerable residents.
- Interruptions or damages to essential services or facilities for vulnerable people causing death or temporary injury.
- Structural integrity of trees which may result in branches dropping and causing injuries or death to people.
- Damage to transport infrastructure which in turn will cause loss of life or serious injury to people.
- Cause death injury or illness to council workers assisting with the response and clean-up of storm events.
- Cause death injury or illness to council workers who are exposed to heat.

Identifying people most at-risk

In South Australia the Australian Red Cross are currently developing the *Disaster resilience in at-risk communities: A framework for South Australia*. This project will also develop an implementation plan that identifies actions to be taken across different sectors to help operationalise the framework, this will be monitored at the Zone level and implemented as necessary.

As part of the framework development and consultation process the terms ‘vulnerability’ and ‘vulnerable communities’ have been replaced with ‘at-risk’ and ‘at-risk communities’. The term vulnerable persons is sometimes used to describe people at risk, but this term is avoided in this document because being at risk does not mean a person is inherently vulnerable.

The framework aims to:
- Improve communications and coordination
- Develop a shared understanding of what it means to build resilience with people at risk
- Clarify roles and responsibilities
- Recognise being at-risk is complex and fluid (people’s situations can change suddenly)
- Adopt a strength-based approach
- Adopt a whole of community approach which embeds priorities for people at risk
- Ensure funding, resources and implementation supports are right.\(^7\)

Economy Impacts

Economy impacts included:
- Damage to State and Local Government infrastructure.
- Damage to premises, equipment and stock which creates financial losses to businesses.

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\(^7\) Australian Red Cross, South Australia. *Disaster resilience in at-risk communities: A framework for South Australia*. Consultation Summary Report – Stage One Engagement, October 2017.
• Damage to crops, grapes, horticulture, animal husbandry and livestock resulting in financial losses.
• Damage to telecommunications and electricity (including gas and water mains) required for employees to attend or undertake work (businesses or individuals).
• Preventing outdoor workers from attending their place of employment and causing financial losses.
• Decreased tourism earnings across The Barossa Council region.

Public Administration Impacts

Public Administration impacts included:
• Decreased ability to administer Local Government services.
• Limited capabilities of emergency services where they are unable to assist due to being overwhelmed and stretched for resources.

Social Setting Impacts

Social Setting impacts included:
• Community psychological distress and anxiety due to damages/illness/injuries/deaths in the Adelaide Plains area.
• Disruption to existing health, education and other support services which in turn impact on the community’s emotional and psychological wellbeing and its ability to recover.
• Displacement, stress, death or injury of companion animals, pets and farm animals causing emotional distress to the community.

Environmental Impacts

Environment impacts included:
• Health and wellbeing of wildlife.
• Damage to the native vegetation.

Each statement heading includes:
• the specific hazard (extreme heat, extreme storm, flood or rural fire)
• impact category (people, economy, public administration, social setting and environment)

Extreme Weather - Category 1 (Risk Treatment)
There were no risk statements prioritised as Category 1.

Extreme Weather Category 2 (Further Analysis Required)
The following 19 risk statements were prioritised as requiring further analysis. These are risks that require further analysis and subsequent re-evaluation. For these risks, the risk assessment continues in the form of a revised baseline assessment or detailed assessment, which will then lead to a re-analysis and re-evaluation of the risk. The subsequent actions for each risk statement is described in the implementation plan.
There is the potential that a 1:70 yr extreme heat event will impact the health of residents in The Barossa Council area and cause death or injury.

Action:
- Assurance that the council’s website includes extreme heat information.
- Assurance that extreme heat information brochures are made available at council and other prominent community places.
- Assurance that council shares extreme heat warnings via Social Media.
- Facilitate ongoing collaboration between State Emergency Services and the council to ensure that community education programs that address extreme heat are made available locally.
- Conduct further investigation of council buildings and sites that could be made available during extreme heat events.

Review priority/category post-action
Increase the confidence level to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual Risk.

There is the potential that a 1:70 yr extreme heat event will impact the health of at-risk communities in The Barossa Council area (e.g. aged, ill, infants and outdoor workers) or cause interruptions to essential services/facilities for those most at-risk and cause death or temporary injury.

Action:
- Assurance that council website information includes extreme heat information.
- Assurance that council Business Continuity Plans have been implemented.
- Assurance that local businesses have implemented Business Continuity Plans.
- Further investigation into collaboration with SES to promote community awareness of prevention and preparedness in relation to extreme heat.
- Promote Telecross REDi to aged care and disability agencies – provides up to three welfare check phone calls per day to pre-registered clients during extreme heat. (Identified through Red Cross)
- Assurance that council has Adverse Weather Process implemented, which addresses the safety of outdoor and depot workers.
Review priority/category post-action
Increase confidence level to ‘highest’. Priority 5/Category 3 (Monitoring and Review).

**Extreme Storm**
**People impact**
Priority 3/Category 2
Risk Register Reference: EW.TBC.1.a

There is the potential that a 1:70 yr storm event will impact the health of residents in The Barossa Council area and cause death or injury.

**Action:**
- Assurance that council website includes links to:
- Assurance that council has implemented Business Continuity Plans. (Ensure power outages, water and communications are addressed).

Review priority/category post-action
Increase confidence level to ‘high’. Priority 4/Category 3 (Monitoring and Review).

**Extreme Storm**
**People impact**
Priority 4/Category 2
Risk Register Reference: EW.TBC.2.a

There is a potential that a 1:70 yr extreme storm event will affect people at sporting events and other mass gatherings and cause death or injury.

**Extreme Heat**
**People impact**
Priority 4/Category 2
Risk Register Reference: EW.TBC.2.b

There is a potential that a 1:70 yr extreme heat event will affect people at sporting events and other mass gatherings and cause death or injury.
Action:
- Assurance that council has extreme weather risk mitigation strategies incorporated into event application process.

**Revised priority/category post-action**
Increase both statement’s confidence to levels ‘highest’. Reviewed Priority 5/Category 3 (Monitoring & Review).

<table>
<thead>
<tr>
<th>Extreme Heat</th>
<th>People impact</th>
<th>Priority 4/Category 2</th>
<th>Risk Register Reference: EW.TBC.4.b</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>There is the potential that a 1:70 yr extreme heat event will affect the structural integrity of trees which may result in branch drop and injuries or death to people.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extreme Storm</th>
<th>People impact</th>
<th>Priority 4/Category 2</th>
<th>Risk Register Reference: EW.TBC.4.a</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>There is the potential that a 1:70 yr extreme storm event will affect the structural integrity of trees which may result in branch drop and injuries or death to people.</td>
</tr>
</tbody>
</table>

**Action:**
- Assurance that council have tree management strategies in place that address storm preventative measures and recovery (clean-up).

**Revised priority/category post-action**
Increase both statement’s confidence to levels ‘highest’. Reviewed Priority 5/Category 3 (Monitoring & Review).

<table>
<thead>
<tr>
<th>Extreme Storm</th>
<th>People impact</th>
<th>Priority 4/Category 2</th>
<th>Risk Register Reference: EW.APC.3.a</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>There is the potential that a 1:70 yr extreme storm event will impact the health of more vulnerable residents in the Barossa Council (e.g. aged, ill, infants and outdoor workers) or cause interruptions/damages to essential services/facilities for vulnerable people and cause death or temporary injury.</td>
</tr>
</tbody>
</table>
Action:
- Assurance that council has implemented Business Continuity Plans (BCP) that address power, water and telecommunication outages.
- Assurance that businesses have BCPs implemented. (refer to Regional Development Australia, Barossa)
- Assurance that hospitals and health services have BCPs implemented. (refer to ZEMC)
- Further investigation to identify at-risk people in the community. Red Cross has developed the ‘Disaster resilience in at-risk communities: a framework for South Australia’ as well as an implementation plan.

Revised priority/category post-action
Increase confidence to ‘high’. Priority 5/Category 3 (Monitoring & Review).

### Extreme Storm
Economy impact
Priority 2/Category 2
Risk Register Reference: EW.TBC.9.a

There is the potential that a 1:70 yr extreme storm event will damage crops, grapes and livestock in the Barossa Council area causing a financial impact.

### Extreme Heat
Economy impact
Priority 2/Category 2
Risk Register Reference: EW.TBC.9.b

There is the potential that a 1:70 year extreme heat event will damage crops, grapes and livestock in the Barossa Council area causing a financial impact.

Action:
- Assurance from Barossa Grape Wine Association (refer to notes in the rural fire section in relation to vineyard damage). Investigate the economic impact of this scenario were it to happen and levels of insurance that vineyards take out. This may be varied depending on the size of the operation.
- Assurance from agricultural sector that farmers have adequate insurance. (refer to ZEMC)
- Further investigation of what advice or support is provided to businesses through Regional Development Australia, Barossa. (refer to ZEMC)

Revised priority/category post-action

### Extreme Storm
Economy impact
Priority 4/Category 2
Risk Register Reference: EW.TBC.10.a
There is the potential that a 1:70 yr extreme storm event will impact on the telecommunications and electricity required for employees to attend or undertake work (both for businesses and individuals).

**Extreme Heat**  
**Economy impact**  
**Priority 4/Category 2**  
**Risk Register Reference:** EW.TBC.10.b

There is the potential that a 1:70 yr extreme heat event will impact on the telecommunications and electricity required for employees to attend or undertake work (both for businesses and individuals).

**Action:**  
- Assurance that businesses have Business Continuity Plans implemented that address power and telecommunications outages (refer to Regional Development Australia, Barossa).  
- Assurance that council website has extreme heat and storm information links.  
- Increase community awareness of having emergency kits (72 hour model).  
- Assurance that council has back-up communication devices.

**Revised priority/category post-action**  
Increase confidence to ‘highest’. Priority 5/Category 3 (Monitoring & Review).

There is the potential that a 1:70 year extreme storm event will cause decreased tourism earnings across The Barossa Council area.

**Extreme Storm**  
**Economy impact**  
**Priority 4/Category 2**  
**Risk Register Reference:** EW.TBC.12.a

There is the potential that a 1:70 year extreme heat event will cause decreased tourism earnings across The Barossa Council area.

**Action:**  
• Assurance that council includes Business Continuity Planning strategies that respond to extreme heat and storm.
• Assurance that businesses have Business Continuity Plans implemented that capture risks associated with extreme heat events. (Regional Development Australia, Barossa).

Revised priority/category post-action

### Extreme Storm
Public Administration impact
Priority 3/Category 2
Risk Register Reference: EW.TBC.14.a

There is the potential that a storm will lead to a 1:70 yr extreme storm will limit the capabilities of emergency services where they are unable to assist due to being overwhelmed and stretched for resources.

### Extreme Heat
Public Administration impact
Priority 3/Category 2
Risk Register Reference: EW.TBC.14.b

There is the potential that a storm will lead to a 1:70 yr extreme heat will limit the capabilities of emergency services where they are unable to assist due to being overwhelmed and stretched for resources.

**Action:**

• Assurance that council has Business Continuity Plans implemented.
• Assurance that council staff who have specific responsibilities during emergency events are trained and aware of what is expected of them. Training for wardens and emergency drills.
• Assurance that relevant council staff have undertaken iResponda training.

Revised priority/category post-action
Confidence level can be increased to ‘highest’. Priority 4/Category 3 (Monitoring and Review). Residual risk.

### Extreme Heat
Social Setting impact
Priority 5/Category 2
Risk Register Reference: EW.TBC.16.b
There is the potential that a 1:70 yr extreme heat event will disrupt existing health, education and other support services which in turn will impact upon the community's emotional and psychological wellbeing and ability to recover.

**Action:**

**Review priority/category post-action**
Priority 5/Category 3 (Monitoring & Review). This is already a very low priority that doesn’t require any further action.

**Extreme Storm**
Social Setting impact
Priority 4/Category 2
Risk Register Reference: EW.TBC.18.a

There is potential that a 1:70 yr extreme storm will impact/damage the branding of The Barossa Council area - which affects the community wellbeing.

**Extreme Heat**
Social Setting impact
Priority 4/Category 2
Risk Register Reference: EW.TBC.18.b

There is potential that a 1:70 yr extreme heat will impact/damage the branding of The Barossa Council area - which affects the community wellbeing.

**Action:**

Both risk statements are rated as ‘rare’ likelihood, ‘medium’ risk level and a priority ‘4’ level. Both can be shifted to a Category 3 (Monitor and Review). The consequence level could also be reviewed. Currently this is set at ‘Moderate’ – The community of interest’s social connectedness is broken, such that community requires significant external resources. This too could be shifted down to ‘Minor’ which subsequently drops the priority to ‘5’.
Revised priority/category post-action
Increase confidence to ‘highest’. Priority 5/Category 3 (Monitoring & Review).

Extreme Weather Category 3 (Monitoring and Review)
The following 15 risk statements were prioritised and deemed as requiring no further action and can be monitored and reviewed according to the council’s emergency risk assessment protocols.

<table>
<thead>
<tr>
<th>ID</th>
<th>Risk Statement</th>
<th>Hazard</th>
<th>Impact Category</th>
<th>Priority Level &amp; Decision Point Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>EW.TBC.5.b</td>
<td>There is potential that a 1:70 yr extreme heat event will cause damage to transport infrastructure (roads, rail) which will in turn cause loss of life and serious injury to people in the Barossa Council area.</td>
<td>Extreme Heat</td>
<td>People</td>
<td>Priority 4 Category 3 (Monitoring and Review)</td>
</tr>
<tr>
<td>EW.TBC.6.b</td>
<td>There is the potential that a 1:70 yr extreme heat event will cause death, injury or illness to the Barossa Council workers who are exposed to the heat.</td>
<td>Extreme Heat</td>
<td>People</td>
<td>Priority 4 Category 3 (Monitoring and Review)</td>
</tr>
<tr>
<td>EW.TBC.6.a</td>
<td>There is the potential that a 1:70 year extreme storm event will cause death, injury or illness to Barossa Council workers assisting with the response and clean-up of the storm.</td>
<td>Extreme Storm</td>
<td>People</td>
<td>Priority 4 Category 3 (Monitoring and Review)</td>
</tr>
<tr>
<td>EW.TBC.5.a</td>
<td>There is potential that a 1:70 yr extreme storm event that will cause damage to transport infrastructure (roads, traffic, lights, rail, bridges etc) which will in turn cause loss of life and serious injury to people in The Barossa Council area.</td>
<td>Extreme Storm</td>
<td>People</td>
<td>Priority 5 Category 3 (Monitoring and Review)</td>
</tr>
<tr>
<td>EW.TBC.11.a</td>
<td>There is the potential that a 1:70 year extreme storm event will prevent people who work outdoors from attending their place of employment causing financial impact.</td>
<td>Extreme Storm</td>
<td>Economy</td>
<td>Priority 5 Category 3 (Monitoring and Review)</td>
</tr>
<tr>
<td>EW.TBC.11.b</td>
<td>There is the potential that a 1:70 year Extreme Heat event will prevent people who work outdoors from attending their place of employment causing financial impact.</td>
<td>Extreme Heat</td>
<td>Economy</td>
<td>Priority 5 Category 3 (Monitoring and Review)</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Category</td>
<td>Priority</td>
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<td>----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
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<td></td>
</tr>
<tr>
<td>EW.TBC.13.a</td>
<td>There is the potential that a 1:70 yr extreme storm event will cause decreased ability to administer local government services.</td>
<td>Extreme Storm</td>
<td>Priority 4</td>
<td></td>
</tr>
<tr>
<td>EW.TBC.13.b</td>
<td>There is the potential that a 1:70 yr extreme heat event will cause decreased ability to administer local government services.</td>
<td>Extreme Heat</td>
<td>Priority 4</td>
<td></td>
</tr>
<tr>
<td>EW.TBC.17.b</td>
<td>There is the potential that a 1:70 yr extreme heat event will impact companion animals, pets, farm animals (causing displacement, death or injury) and cause an emotional impact and distress to the community.</td>
<td>Extreme Heat</td>
<td>Priority 5</td>
<td></td>
</tr>
<tr>
<td>EW.TBC.17.a</td>
<td>There is the potential that a 1:70 yr extreme storm will impact companion animals, pets, farm animals (causing displacement, stress, death or injury) and cause an emotional impact and distress to the community.</td>
<td>Extreme Storm</td>
<td>Priority 5</td>
<td></td>
</tr>
<tr>
<td>EW.TBC.16.a</td>
<td>There is the potential that a 1:70 yr extreme storm will disrupt existing health, education and other support services which in turn will impact upon the community's emotional and psychological wellbeing and ability to recover.</td>
<td>Extreme Storm</td>
<td>Priority 5</td>
<td></td>
</tr>
<tr>
<td>EW.TBC.15.b</td>
<td>There is the potential that a 1:70 yr extreme heat event will cause stress to the community in The Barossa Council (as a result of damage/illness/injuries/deaths within the community).</td>
<td>Extreme Heat</td>
<td>Priority 5</td>
<td></td>
</tr>
<tr>
<td>EW.TBC.15.a</td>
<td>There is the potential that a 1:70 yr extreme storm will cause stress to the community in The Barossa Council (as a result of damage/illness/injuries/deaths within the community).</td>
<td>Extreme Storm</td>
<td>Priority 5</td>
<td></td>
</tr>
</tbody>
</table>
result of damages/illness/injuries/deaths within the community).

| EW.TBC.18.a | There is the potential that a 1:70 year extreme storm event will impact on the health of wildlife and damage native vegetation (rare or threatened) in The Barossa Council area | Extreme Storm | Environment | Priority 4 Category 3 (Monitoring and Review) |
| EW.TBC.18.b | There is the potential that a 1:70 year extreme heat event will impact on the health of wildlife and damage native vegetation (rare or threatened) in The Barossa Council area | Extreme Heat | Environment | Priority 4 Category 3 (Monitoring and Review) |

Flood

A total of 20 individual flood risk statements were identified for the Barossa Council area. The scenario used is based on a 1:100 year flood event (see Appendix 3).

People Impacts

People impacts included:
- Injury and/or death to people travelling in vehicles or on-foot through floodwaters.
- Injury and/or death to people due to insufficient flood levees in coastal areas.
- Damage and/or inundation to buildings that result in injury or death.
- Injury and/or death to vulnerable people in the community.
- Damage to road infrastructure causing accidents which leads to injury and or death.
- Failure of Community Waste Management System which results in health risks/illnesses.
- Death, injury or illness to council workers involved in response and/or recovery activities.

Economy Impacts

Economy impacts included:
- Financial losses to the community due to no insurance cover.
- Damage to roads and buildings resulting in financial losses.
- Damage to business premises, equipment and stock resulting in financial loss.

Public Administration Impacts

Public Administration impacts included:
- Council’s capacity to respond due to limited and stretched resources.
- Emergency service’s capacity to respond due to unsafe flooded areas.
Social Setting impacts

Social Setting impacts included:
- Impacts to culturally significant objects.
- Stress and anxiety within the community due to illness/injury/death and damage to property.
- Disruption to existing health, education and other support services which in turn will impact on the community’s emotional and psychological wellbeing and ability to recover.
- The displacement, injury or death of pets and other animals causing emotional distress to the community.

Environmental impacts

Environment impacts included:
- Increased pollutant loads in watercourses.
- Erosion and damage to soil conditions.

Flood Category 1 (Risk Treatment)

The following risk statement was prioritised as requiring risk treatment.

<table>
<thead>
<tr>
<th>Flood</th>
<th>Public Administration impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 3/Category 1</td>
<td></td>
</tr>
<tr>
<td>Risk Register Reference: F.TBC.11</td>
<td></td>
</tr>
</tbody>
</table>

There is the potential that a storm will lead to a 1:100 year flood that will limit the capabilities of emergency services where they are unable to enter flooded areas or are overwhelmed and stretched for resources.

Assurance from DEWNR. Refer to flood mapping. Recommend that this risk statement be reviewed. The current assessment is as follows:
- Consequence: Moderate – Governing bodies encounter significant reduction in the delivery of core functions. Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions.
  - Minor consequence - Governing bodies encounter limited reduction in delivery of core functions. (This would also alter the priority level, and if combine with a change to the confidence level, would give a priority rating of 5 (Monitor and review).
- Probability: 40%
- Confidence: Low (If this is increased to ‘high’ following the above assurances the priority level drops to 4). This could then be reviewed to a Monitor and Review status.
- Likelihood: Rare
- Risk Level: Medium
- Priority Level: 3
Risk Treatment Strategies to be determined
- Safe Work Instruction: Emergency Attendance – Flood
- Uptake of SES FloodMon Program (Aaron Blasch is rolling this program out in the next couple of months). http://www.ses.sa.gov.au/site/community_safety/floodsafe/floodmon.jsp

Revised priority/category post-action

Flood Category 2 (Further Analysis Required)

The following eight risk statements were prioritised as requiring further analysis.

<table>
<thead>
<tr>
<th>Flood</th>
<th>People impact</th>
<th>Priority 3/Category 2</th>
<th>Risk Register Reference: F.TBC.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is the potential that a storm will lead to a 1:100 year flood that will cause damage to transport infrastructure (roads, traffic lights, visibility rail etc.) causing accidents, which will in turn cause loss of life and serious injury to people within the Barossa Council area.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Action:
- Further investigation and assurance that council roads are managed in accordance with their Infrastructure and Asset Management Plan road classification and appropriately signed to industry standard in areas that are prone to flooding.
- Assurance that SES flood messages relating to walking, driving and playing in flood water are routinely and widely communicated, and that this is the information council uses.
- Facilitate partnership between the council and the new SES community program to ensure ongoing support with their community education relative to flooding. Further investigation.

Review priority/category post-action
Once assurances are met the confidence level can be increased to ‘highest’. Priority 5/Category 3 (Monitoring & Review).

<table>
<thead>
<tr>
<th>Flood</th>
<th>People impact</th>
<th>Priority 3/Category 2</th>
<th>Risk Register Reference: F.TBC.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is the potential that a storm will lead to a 1:100 year flood that will result in loss of life or serious injury to people travelling in vehicles or on-foot through floodwaters.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Action:
- Assurance from SES – Flood Safe program (currently being reviewed) – specific messages relating to driving risks when roads are flooded. Do not drive, ride or walk through floodwater. (ZEMC)
- Assurance that consistent messages are promoted through SES community education program. Similar campaign to Queensland (Fire and Emergency Services) – If it’s flooded, forget it.

Review priority/category post-action
Once assurances are met increase the confidence level to ‘highest’. Priority 5/Category 3 (Monitoring and Review).

<table>
<thead>
<tr>
<th>Flood</th>
<th>People impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 3/Category 2</td>
<td>Risk Register Reference: F.TBC.5</td>
</tr>
<tr>
<td>There is the potential that a storm will lead to a 1:100 year flood which will cause a failure of CWMS in The Barossa Council resulting in health risks/illnesses to people.</td>
<td></td>
</tr>
</tbody>
</table>

Action
- Assurance from council that CWMS assets are regularly tested and maintained, and compliant within emergency risk management processes (Nuriootpa Treatment Plant, Tolley Road WWPS, Springton Pump WWPS).
- Assurance that damage to these assets does not increase any health risks to the community.

Review priority/category post-action
Once assurances are met increase the confidence level to ‘highest’. Priority 5/Category 3 (Monitoring and Review).

<table>
<thead>
<tr>
<th>Flood</th>
<th>People impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 3/Category 2</td>
<td>Risk Register Reference: F.TBC.6</td>
</tr>
<tr>
<td>There is the potential that a storm will lead to a 1:100 yr flood that will cause death or illness to the more vulnerable people.</td>
<td></td>
</tr>
</tbody>
</table>
Action

- Assurances from local aged-care and hospitals. (SA Health have policy and procedures implemented). Further investigation into private childcare settings.
- Assurance that policies and procedures address flood for early childhood settings and schools - Department of Education and Childhood Development (DECD).
- Medic-alert – assurance that people using this service are notified and supported. (refer to ZEMC)
- Emergency REDiplan (Red Cross) – components of this program have been tailored specifically for vulnerable clients and groups. This falls under the Aged-related frailty and disability across all hazards at a statewide level. (refer to ZEMC)
- SA Health – Making Every Contact Count program – provides a range of health promotion and wellbeing messages to people through Meals on Wheels. This system could be utilised to incorporate emergency management prompts. (refer to ZEMC)

Revised priority/category post-action

Flood
Economy impact
Priority 2/Category 2
Risk Register Reference: F.TBC.7

There is the potential that a storm will lead to a 1:100 yr flood that will cause damage to premises, equipment, stock which in turn interrupts businesses within The Barossa Council area and causes a financial impact.

Action:

- Further investigation and assurance from Regional Development Australia, Barossa that businesses have implemented Business Continuity Plans and have adequate insurance. (refer to ZEMC)
- Assurance that businesses have conducted risk assessments relative to all hazards.
- Promote flood PPRR strategies in collaboration with SES flood program to businesses. (refer to ZEMC).

Review priority/category post-action
Once assurances are met increase the confidence level to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual risk.
Flood
Economy impact
Priority 4/Category 2
Risk Register Reference: F.TBC.8

There is the potential that a storm will lead to a 1:100 yr flood that will impact and damage Local Government infrastructure (roads, buildings etc) resulting in a financial impact.

Action:
- Assurance that council maintains adequate insurance and an appropriate maintenance system for assets particularly those high at risk from the impacts of flood.
- Assurances from council that all assets (roads, buildings, drains etc) are assessed and managed in terms of flood mitigation. See asset damage from 28 October 2016. Source: https://www.barossa.sa.gov.au/Media/Default/News%20and%20Media/2016-11/Flood%20Damage%20Report%20-%20November%202016.xlsx.pdf

Review priority/category post-action
This statement is low in priority. Once assurances are met increase the confidence level to 'highest'. Priority 5/Category 3 (Monitoring and Review).

Flood
Social Setting impact
Priority 4/Category 2
Risk Register Reference: F.TBC.15

There is the potential that a storm will lead to a 1:100 yr flood that will disrupt existing health, education and other support services which in turn will impact upon the community's emotional and psychological wellbeing and ability to recover.

Action:
- Assurance that services have Business Continuity Plans implemented that address flood. If flooding impacts and recovery were prolonged and services impacted heavily this may lead to emotional and psychological trauma.

Review priority/category post-action
Once assurances are met increase the confidence level to ‘high’. Priority 5/Category 3 (Monitoring and Review).
Social Setting impact  
Priority 4/Category 2  
Risk Register Reference: F.TBC.13

There is the potential that a storm will lead to a 1:100 yr flood that will impact companion animals, pets, farm animals (animals drinking contaminated water, displacement, death or injury) and cause an emotional impact and distress to the community.

Action:
- Further investigation of animal management in emergencies. Assurance that PIRSA Managing Animals in Emergencies Framework is applied to council policy and processes. Does the council plan to have designated places that the community can take refuge with their pets?
- Assurance from SES that community education addresses emotional preparedness (SES).

Review priority/category post-action
This is assessed as a ‘minor’ consequence and low priority (4). Consider reassessing this. Increase confidence level to ‘highest’. Priority 5/Category 3 (Monitoring & Review).

Flood Category 3 (Monitoring and Review)
The following 9 risk statements were prioritised and deemed as requiring no further action and can be monitored and reviewed according to the council’s emergency risk assessment protocols.

<table>
<thead>
<tr>
<th>ID</th>
<th>Risk Statement</th>
<th>Hazard</th>
<th>Impact Category</th>
<th>Priority Level &amp; Decision Point Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.TBC.2</td>
<td>There is the potential that a storm will lead to a 1:100 year flood that will cause damage and/or inundation to buildings (residential and non-residential ie - businesses) within The Barossa Council area resulting in death or injuries.</td>
<td>Flood</td>
<td>People</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.4</td>
<td>There is potential that a storm will lead to a 1:100 year flood which will cause death, injury or illness to The Barossa Council workers assisting with the response and clean-up of the flood.</td>
<td>Flood</td>
<td>People</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.10</td>
<td>There is potential that a storm will lead to a 1:100 year flood that will cause damage and/or</td>
<td>Flood</td>
<td>Public Administration</td>
<td>Priority 5</td>
</tr>
<tr>
<td>Scenario ID</td>
<td>Description</td>
<td>Category</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
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<td></td>
</tr>
<tr>
<td>F.TBC.9</td>
<td>There is potential that a storm will lead to a 1:100 year flood that will cause damage to the infrastructure at the Bush gardens in Nuriootpa, resulting in a temporary closure of the facility.</td>
<td>Flood</td>
<td>Public Administration</td>
<td>Priority 5 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.12</td>
<td>There is the potential that a storm will lead to a 1:100 yr flood that will cause stress to the community in the zone (as a result of illness/injures/deaths within the community and damages to personal property).</td>
<td>Flood</td>
<td>Social Setting</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.14</td>
<td>There is the potential that a storm will lead to a 1:100 yr flood that will impact objects of significance within the The Barossa Council (churches, cemeteries, art galleries, museums, libraries, monuments etc)</td>
<td>Flood</td>
<td>Social Setting</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.16</td>
<td>There is the potential that a storm will lead to a 1:100 yr flood and cause erosion and damage to soil conditions.</td>
<td>Flood</td>
<td>Environment</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.17</td>
<td>There is the potential that a storm will lead to a 1:100 yr flood and may change the salinity level which will lead to negative impacts to the environment in The Barossa Council area.</td>
<td>Flood</td>
<td>Environment</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
<tr>
<td>F.TBC.18</td>
<td>There is potential that a storm will lead to a 1:100 yr flood that may cause pollutant loads to be distributed outside of watercourses.</td>
<td>Flood</td>
<td>Environment</td>
<td>Priority 4 Category 3 (Monitor and Review)</td>
</tr>
</tbody>
</table>
Rural Fire
A total of 36 individual risk statements were identified for The Barossa Council area for Rural Fire hazard. The following scenarios were used for the risk assessment:

Rural Bushfire Scenario 1
1:20 yr Extreme Fire Danger Rating event
Wangary Fire 11 January 2005 (Appendix 4)

Rural Bushfire Scenario 3
1:300 yr Catastrophic Fire Danger Rating event
Ash Wednesday Fires 1983 (Appendix 5)

People

People impacts included:
- Safety of residents that will lead to Injury and/or death.
- Capacity of the health system to treat injured people.
- Health and wellbeing of vulnerable residents.
- Late evacuation when it is unsafe to do so leading to injury and/or death.
- Residents choosing to not evacuate to care for pets and other animals which increases the risk of injury and/or death.
- Damage to residential buildings which will lead to injury and/or death.
- Reduced visibility due to fire smoke causing vehicle accidents leading to injury and/or death.

Economy Impacts

Economy impacts included:
- Loss of function to small businesses.
- Damage to business premises, stock, equipment and essential services.
- Decreased employment and work capacity.
- Loss of livestock.
- Damage to agriculture infrastructure.

Public Administration Impacts

Public Administration impacts included:
- Increased demand in health services.
- Increased demand on other government and local services.
- Reduced capacity to deliver regular council services.

Social Setting Impacts

Social Setting impacts included:
- Property and loss of life contributing to community psychological distress.
- Damage to cultural sites and heritage listed buildings.
Environment Impacts

Environment impacts included:
- Illness and death of wildlife, stock and domestic animals.
- Damage to local vegetation and ecosystem degradation.

Rural Fire Category 1 (Risk Treatment)

The following two risk statements were prioritised as requiring risk treatment.

<table>
<thead>
<tr>
<th>Rural Fire</th>
<th>People impact</th>
<th>Priority 2/Category1</th>
<th>Risk Register Reference: RF.TBC.11.b</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire will impact on those residents who evacuate at the last minute, when it is too late for safe evacuation exposing themselves to the danger of injury and/or death.

Objective: Increase community awareness of bushfire prevention and preparedness; knowing your risk, having a bushfire plan and practicing your plan.

Notes from Zone Rural Fire Risk Assessment

Zone level results:
- Consequence – Major
- Likelihood – Likely
- Risk – High
- Confidence – Moderate
- Tolerability - Intolerable (1).

Historical recent event of similar magnitude (Pinery Fire) to that being assessed in the community of interest (Highest confidence level). The scenario used here is Wangary (9 direct fatalities). Pinery fire resulted in 2 deaths.

Possible Strategies

- Prominent information displayed in council foyer. CFS Bushfire Action week (October each year), have a display in foyer and investigate other potential high traffic areas. When people observe information in multiple places they’re more likely to consider changing their behavior.
- Council website to contain prominent bushfire information.
- Community information links to other sites to include: sa.gov.au and CFS site.
- Emergency Splash page (install Unity content management system through LGA).
- Assurance that Mount Lofty Region Fire Danger Rating page is linked to council website.  
  https://www.cfs.sa.gov.au/site/bans_and_ratings.jsp
• Sharing CFS Social Media.
• Bushfire Plan prompts communicated with rates notices and/or council newsletter. A well prepared home/property is easier to defend during a fire. Prepared people with practiced emergency plans are more likely to survive.
• Social media – strategic ways of promoting Bushfire prevention and preparedness (Discussion with communications team). Share CFS Facebook posts. Posts currently managed by Taryn and Heidi during business hours.
• Collaboration with CFS community education programs (a planned and strategic approach to delivering education sessions throughout the community). Aim to do this each year during Bushfire Action week (October).
• Signage for Bushfire Safer places (have maps on display at all councils) and Last Resort Refuge (these are already signed). However, the community should understand what a Bushfire Safer area is; these are still prone to fire, smoke and embers. A Last Resort Refuge should only be the last option when seeking refuge from a fire during an event when your bushfire plan has failed. These do not guarantee safety and protection from a fire.
• Council Fire Emergency Management Plans. (All sites currently being reviewed).
• Designated First Aider and Emergency Warden Process (draft)
• Days of Heightened Fire Danger Process (draft)
• Emergency Management Policy and Process (implemented and due for review)
• Adverse Weather Process (implemented and due for review)
• Record of Staff Movement – Catastrophic Fire Danger Days – written into EMP and awareness training rolled out.
• Assurance of relevant fire policy – Remote and Isolated Work process.
• Assurance that all council staff are aware of their responsibilities when there is a fire. Staff training required. Safework instructions for fire.
• Functional Support Groups and Zone Emergency Community.
• Assurance that council Business Continuity Plans have been implemented as they relate to Rural Fire (all hazards approach). (Review process).
• Assurance from Rural Fire Hazard Leader (CFS) on consistent evacuation messages. ‘Leave early’ or ‘stay and defend if you and your property are prepared’ (physically and emotionally prepared). This is especially relevant to vulnerable people in the community. (Completed). CFS do not call evacuation messages. CFS does not direct evacuations. They provide updates and warnings. The council and the community need to monitor these.
• Assurance that all council customer service staff are trained and understand where to direct customers to the most current and best-practice bushfire information (CFS). (Customer Services).
• Staff trained in iResponda. Register for personnel and plant and equipment.
• Burnside website (example of severe weather events that includes bushfire).
• Assurance that council raises awareness of risks to new populations moving into the area. Communications team provide new residents kits (this can include rural fire risk information).

Constraints
This risk statement is largely underpinned by the challenge of growing community awareness of bushfire risk and the uptake of prevention and preparedness planning.
It is clear that achieving a resilient community occurs through a concentrated and multipronged approach and where the public are engaged. Any educational materials should be sourced from the Hazard Leader.

**Revised priority/category post-action**

**Rural Fire Category 2 (Further Analysis Required)**

There are 49 risk statements that require further analysis.

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**Rural Fire**  
**People impact**  
**Priority 2/Category 2**  
**Risk Register Reference: RF.TBC.1.b**

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will impact on the safety of residents in the Barossa Council area and will cause death and injury.

**RF.TBC.1.c**  
**Rural Fire**  
**People impact**  
**Priority 2/Category 2**

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will impact on the safety of residents in the Barossa Council area and will cause death and injury.

*Safety of residents is already addressed in the risk statement 11.b. risk treatment process.*

- However, further research on modified populations (tourists, school holidays and other significant events that alter the current population) could be undertaken. How are these populations advised of Bushfire risks? (CFS does provide information on their website). Report back to ZEMC and discuss with Hazard Leader (consistent messages that promote holiday makers, tourists etc. individual responsibility of fire risks when travelling). (Report to ZEMC)
- CFS information for travellers - [https://www.cfs.sa.gov.au/site/resources/brochures_in_large_print_format/bushfire_safety_for_travellers_during_the_bushfire_season_text_only.jsp](https://www.cfs.sa.gov.au/site/resources/brochures_in_large_print_format/bushfire_safety_for_travellers_during_the_bushfire_season_text_only.jsp)

**Review priority/category post-action**

1.b – Increasing confidence level does not alter the priority level. Consider shifting to include with risk treatment Category 1. This statement would be addressed along with risk statement 11.b, which addresses evacuation (leave early) and safety. Statements 1.b. and 1.c. are both broad safety statements. These can be grouped together and treated as high and extreme priorities.

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**Rural Fire**  
**People impact**  
**Priority 3/Category 2**
Risk Register Reference: RF.TBC.2.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will impact on the capacity of the health system to treat injured people and hence cause further harm or delay urgent care to people.

Rural fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.2.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will impact on the capacity of the health system to treat injured people and hence cause further harm or delay urgent care to people.

Action:
- Assurance that local health services have Business Continuity Plans implemented, which address Rural Fire. Report to ZEMC

Review priority/category post-action

Rural Fire
People impact
Priority 1/Category 2
Risk Register Reference: RF.TBC.4.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will impact on the health of more vulnerable residents and cause death or illness.

Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.6.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause interruption/damage to essential services and affect the day to day functionality of facilities of vulnerable people (aged, childcare, disability services etc) such that they cannot provide a minimum acceptable standard of care to their clients, therefore leading to increased number of deaths or injuries.

Action:
- Assurance from SA Health that these services have implemented the necessary procedures as directed in the policy.
Assurance that all Early Childcare and Education settings have implemented Emergency Plans and Policies are in Place (DECD). (DECD have an existing policy).

Assurance that Call Direct clients (South Australia Ambulance Service) can be accounted for through the system. (ZEMC)

Assurance that Telecall daily welfare checks (Red Cross) contact clients during emergency events; how are they supported? (ZEMC)

Further investigation - rental tenants, unemployed and vulnerable people.

Research community literacy skills (Approximately 44% of Australians have poor literacy skills required for everyday life. This is higher again for people aged 60 – 74 years (65%).

Any future strategies developed require approaches that provide information and support for those with low literacy levels. Easy English or translated information. CFS does some of this -

Large print format -
https://www.cfs.sa.gov.au/site/resources/brochures_in_large_print_format.jsp

Review priority/category: once assurances are met increase confidence level to ‘high’. Priority 3/Category 3 (Monitoring and Review). There will be some residual risk with this statement. Continue to monitor and review on a regular basis and/or when an event has occurred.

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Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.11.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire will impact on those residents who evacuate at the last minute, when it is too late for safe evacuation exposing themselves to the danger of injury and/or death.

Rural Fire
People impact.
Priority 2/Category 2
Risk Register Reference: RF.TBC.12.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire will impact on those residents who stay back to care for their animals (pets and/or stock) and put themselves at risk of injury and/or death.

Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.12.c

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There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire will impact on those residents who stay back to care for their animals (pets and/or stock) and put themselves at risk of injury and/or death.

Refer to RF.TBC.11.b

Action:

- Further research required to address animal management during emergencies.
- Further research required to identify designated locations for animals during emergencies.
- Assurance through PIRSA – Managing Animals in Emergencies is progressed into the relevant council policy and processes.
- Assurance from Hazard Leader that CFS community education and messages highlight the risks of ‘staying and defending’ a property (emotional and physical preparedness).
- Assurance that council provides information on animals in emergencies. (Customer Services).

Review priority/category: Once assurances are met with regard to animals in emergencies and 11.b is actioned, these statements can be shifted to Category 3 (Monitor and Review).

Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.16.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire will cause low visibility due to smoke, causing accidents which will in turn cause injuries and/or loss of life.

Rural fire
People impact
Priority 3/Category 2
Risk Register Reference: RF.TBC.16.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire will cause low visibility due to smoke, causing accidents which will in turn cause injuries and/or loss of life.

Action:

- Assurance from CFS Hazard Leader that messages relating to ‘leaving early’ are communicated routinely. Highlight the risk associated with driving during a fire event and what to do if trapped in a vehicle when the fire is approaching. (Meeting with CFS Hazard Leader).
- Assurance that CFS messages are clear and consistent about ‘leaving early’, moving to a Bushfire Safer Precincts for the day, safety warnings and messages relating to travelling in vehicles when a fire is uncontrollable and approaching. (Meeting with CFS Hazard Leader).
- Assurance that CFS messages are used in any communication and bushfire messages used by council (website information should link directly to CFS website and some links don’t work).
Refer to the CFS Factsheet library - https://www.cfs.sa.gov.au/site/resources/fact_sheet_library.jsp

- Further community engagement required to increase awareness of being bushfire ready and understanding what to do on Severe, Extreme and Catastrophic days.

**Review priority/category post-action**

Once assurances are met these statements can have their confidence levels increased to ‘highest’. Priority 3/Category 3 (Monitoring and Review). There will be some residual risk with this statement. Continue to monitor and review on a regular basis or when an event has occurred.

<table>
<thead>
<tr>
<th>Rural Fire</th>
<th>People impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 2/Category 2</td>
<td></td>
</tr>
<tr>
<td>Risk Register Reference: RF.TBC.17.b</td>
<td></td>
</tr>
<tr>
<td>There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire will cause damage and/or destroy buildings in the Barossa Council area which are not Bushfire (Aus Standard) structurally safe and could cause serious injury and/or loss of life to people.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rural Fire</th>
<th>People impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 2/Category 2</td>
<td></td>
</tr>
<tr>
<td>Risk Register Reference: RF.TBC.17.c</td>
<td></td>
</tr>
<tr>
<td>There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire will cause damage and/or destroy buildings in the Barossa Council area which are not Bushfire (Aus Standard) structurally safe and could cause serious injury and/or loss of life to people.</td>
<td></td>
</tr>
</tbody>
</table>

**Action:**

- Legislation exists for new homes built in High Risk Bushfire areas.
- Assurance that council building and development policy and processes address bushfire safety. TBC Building Fire Safety Committee, comprises of members of the Council Building staff, CFS and MFS. Fire prevention personnel and independent building experts inspect premises to ensure compliance with the requirements of the Building Code of Australia and with the Building Fire Safety Policy.
- Building Inspection Policy & Fire Safety Committee (TBC).
- Assurance that CFS messages highlight the risks of Catastrophic fires and buildings.

**Review priority/category post-action**

Once assurances are met this statement can have its confidence level increased to ‘high’. Priority 3/Category 3 (Monitoring and Review). Given the CFS description of a Catastrophic Fire there will continue be some residual risk with this statement. Continue to monitor and review on a regular basis and/or when an event has occurred.
Rural Fire
People impact
Priority 3/Category 2
Risk Register Reference: RF.TBC.18.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire will cause interruption/damage to essential services resulting in disruption to the whole community and displacement of people for more than 24 hrs.

Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.18.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire will cause interruption/damage to essential services resulting in disruption to the whole community and displacement of people for more than 24 hrs.

Action:
- Assurance that council has implemented Business Continuity Plans. (Currently being implemented).
- Assurance of communication continuity during power outages.
- Assurance that Zone Emergency Support Team and Local Government Functional Support Group have been facilitated. (ZEMC)
- Assurance that the displacement of persons is covered by response and recovery agencies. (ZEMC)

Review priority/category post-action
Once assurances are met this statement can have its confidence level increased to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual risk.

Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.20.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire will cause injury and/or death to outdoor Council workers.

Rural Fire
People impact
Priority 3/Category 2
Risk Register Reference: RF.TBC.20.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire will cause injury and/or death to outdoor Council workers.
Action:
- Assurance that the Council’s Remote or Isolated Work Process is updated and reflects this risk assessment.
  - Does the policy restrict when and where staff work on Severe, Extreme and Catastrophic Fire Danger Rated days?
  - All staff should assess their own personal risk (know your risk). Enact their emergency (bushfire) plans on Severe, Extreme and Catastrophic days.
  - Does it consider staff that need to travel into or through bushfire risk areas?
- Adverse Weather Policy (currently being reviewed).

Review priority/category post-action

Rural Fire
People impact
Priority 1/Category 2
Risk Register Reference: RF.TBC.21.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire or heat from bushfire will impact on distilleries causing reaction to alcohol and/or other chemicals resulting in injuries and/or death of employees/residents/visitors.

Rural Fire
People impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.21.c

There is the potential that a 1:300 yr Extreme Fire Danger Rating bushfire or heat from bushfire will impact on distilleries causing reaction to alcohol and/or other chemicals resulting in injuries and/or death of employees/residents/visitors.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.89.a

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage or destroy to the Barossa Council area’s storage facilities for wineries/distilleries.
Priority 2/Category 2
Risk Register Reference: RF.TBC.89.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating Bushfire event may become an ignition source to industries/distilleries in the Barossa Council area and cause a large chemical fire/explosion disaster.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.89.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event may become an ignition source to industries/distilleries in the Barossa Council area and cause a large chemical fire/explosion disaster.

Action:
- Assurance that industries/distilleries have regularly conducted risk assessments (Hazardous Chemical Risk and Fire Assessments) and particularly as it relates to Rural Fire. COMPLETED (Meeting with Brenton Hastie; Response Plans and A Class Risk Assessments and Risk Management Plans).
- Assurance that industries/distilleries have implemented Bushfire and Evacuation Plans. (As above)
- Assurance from Zone level assessment: Ed Westrich from Treasury Wine Estates and Peter Ashby – TARAC industries. Strong controls in place and the confidence level was increased at the Zone level. Zone level assessment states that strong controls are in place. (As above, CFS assured us that any new wineries, distilleries etc would need to go through this process).
- Considerations for future residential planning developments as well as any new distilleries (safe distances from built up areas).

Review priority/category post-action
Once assurances are met these statements can have their confidence levels increased.
Rural Fire
Economy impact
Priority 3/Category 2
Risk Register Reference: RF.TBC.35.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause damage to business premises and/or stock, equipment or essential services, which in turn interrupts business in the accommodation and food services sector and causes business failures and loss of employment in the Barossa Council area.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.35.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage to business premises and/or stock, equipment or essential services which in turns interrupts business in the accommodation and food services sector and causes business failures and loss of employment in the Barossa Council Area.

Action:
- Assurance that businesses are aware of their risks (risk assessment and emergency management)
- Assurance through Regional Development Australia (Barossa): Advice and support for businesses to implement Business Continuity Plans and Bushfire Planning, ensure they have adequate insurance. (ZEMC)
- Investigate collaboration between CFS and RDA (CFS bushfire planning workshops for businesses). (ZEMC)

Review priority/category post-action
34.c - Once assurances are met this statement can have its confidence level increased to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual risk.
35.b - Once assurances are met this statement can have its confidence level increased to ‘highest’. Priority 4/Category 3 (Monitoring and Review). Residual risk.
35.c - Once assurances are met this statement can have its confidence level increased to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual risk.
There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause loss of stock (cattle, horses, sheep) which will in turn cause financial losses to the business.

Rural Fire Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.36.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause loss of stock (cattle, horses, sheep) which will in turn cause financial losses to the business.

Action:
- Increase animal owners awareness of emergency prevention and preparedness and responsibilities.
- Assurance through Regional Development Australia (Barossa) that local businesses have developed Business Continuity Plans and Emergency Plans developed. (Report to ZEMC)

Review priority/category post-action
36.b - Once assurances are met this statement can have its confidence level increased to 'highest'. Priority 5/Category 3 (Monitoring and Review).
36.c - Once assurances are met this statement can have its confidence level increased to 'highest'. Priority 5/Category 3 (Monitoring and Review).

Rural Fire Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.38.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause damage to Local Government infrastructure which will in turn cause financial losses.

Rural Fire Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.38.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage to Local Government infrastructure which will in turn cause financial losses.

Action
- Assurance that council has Business Continuity Plan implemented which addresses how it will operate if its offices, depots and other infrastructure are destroyed.
- Assurance of Bushfire Management Area Plans (Mount Lofty).

Review priority/category post-action
Once assurances are met both statements can have their confidence levels increased to ‘highest’. Priority 5/Category 3 (Monitoring and Review).
Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.43.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause damage to the branding of the Barossa Council area, detracting visitors and causing decreased earnings across the region.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.43.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage to the branding of the Barossa Council area, detracting visitors and causing decreased earnings across the region.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.44.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will impact on the primary industry production thereby impacting on the revenue of the Barossa Council area.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.44.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will impact on the primary industry production thereby impacting on the revenue of the Barossa Council area.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.48.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will burn/damage crops (wheat, barley, lupin etc.) in the Barossa Council area and cause financial loss.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.48.c
There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will burn/damage crops (wheat, barley, lupin etc.) in the Barossa Council area and cause financial loss.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.49.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause damage to buildings/contents and will cause financial losses (especially to those without adequate insurance).

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.49.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage to buildings/contents and will cause financial losses (especially to those without adequate insurance).

Rural Fire
Economy impact
Priority 3/Category 2
Risk Register Reference: RF.TBC.50.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause damage to buildings/contents, recovery from which will be delayed from the process of finalising insurance claims which will in turn will cause further financial losses to small businesses.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.50.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage to buildings/contents, recovery from which will be delayed from the process of finalising insurance claims which will in turn will cause further financial losses to small businesses.

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.53.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will impact the tourism industry in the Barossa Council area causing financial losses.

Rural Fire
Economy impact.
Priority 2/Category 2
Risk Register Reference: RF.TBC.53.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will impact the tourism industry in the Barossa Council area causing financial losses.

Action:
- Further research through Regional Development Australia to assure that all businesses are Bushfire Ready (Barossa).
- Further research and discussions with Barossa Grape and Wine Association, Barossa Food, Tourism Barossa and Barossa Trust Mark. [http://www.barossa.com/home](http://www.barossa.com/home)

Review priority/category post-action
RF.TBC.43.c the maximum consequence has been set at ‘catastrophic’. This would be a 1:300 yr Fire (Ash Wednesday), the region being totally devastated and significant damage to the tourism industry. Once assurances are met both statements can have confidence levels increased and a Category 3 (Monitoring and Review) can be applied.
All statements increase confidence to ‘highest’. Priority 3/Category 3. Residual risk.

---

Rural Fire
Economy impact.
Priority 2/Category 2
Risk Register Reference: RF.TBC.54.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will damage long standing (old and irreplaceable) vineyards.

Action:
- Assurance from Hazard Leader (CFS) that industrial businesses (including wineries/distilleries with large quantities of chemicals are governed by specific regulations. (Already addressed at the Zone Level)

Review priority/category post-action
Increase the confidence level. Priority 3/Category 3 (Monitoring and Review). Residual risk.

---

Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.90.b

There is a potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will cause damage to agricultural infrastructure (e.g. machinery, fences and sheds for poultry and farms).
Rural Fire
Economy impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.90.c

There is a potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will cause damage to agricultural infrastructure (e.g. machinery, fences and sheds for poultry, farms).

Action:
- Assurance from CFS on bushfire safe farming practices. (Discussion with CFS Hazard Leader).
- Assurance that properties operating harvesting equipment have a well-maintained and fully operational farm fire-fighting unit (Guidelines for operating Fire Farm units – see www.cfs.sa.gov.au). (Discussion with CFS Hazard Leader).
- Advocate for changes to ‘Grain Harvesting Code of practice’ to be regulated. This continues to be a problem and contributes to a number of fires in the agriculture area. (Report to ZEMC)
- Assurance that the ‘grain harvesting code of practice’ (danger to crops from machinery, engines and vehicle exhaust) are adhered to. (Discussion with CFS Hazard Leader)
- Legislative requirements for harvesting - Compliance with Regulation 37 Fire and Emergency Services Act 2005 etc. (Discussion with CFS Hazard Leader)
- Assurance that all farming businesses have adequate insurance to cover equipment.

Review priority/category post-action
Once assurances are met both statements can have confidence levels increased to ‘highest’. Priority3/Category 3 (Monitoring and Review). Residual risk.

Rural Fire
Environment impact
Priority 3/Category 2
Risk Register Reference: RF.TBC.28.c

There is the potential that a 1:300 yr Catastrophic Fire Danger Rating bushfire event will result in death/illness to wildlife, stock and domestic animals causing environmental damage (due to decay of carcasses etc).

Action:
- Assurance that Environmental Protection Agency Recovery have strategies in place to support with deceased livestock.
- Increase community education relating to animal management from an emergency management perspective. Seek funding and/or refer to ZEMC.
- Assurance that council Disaster Response and Recovery strategies incorporate animal management as directed by the PIRSA Animals in Emergencies Management Framework.

Review priority/category post-action
Increase confidence levels to ‘highest’. Priority 5/Category 3 (Monitoring and Review).
Rural Fire
Environment impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.31.b

There is the potential that a 1:20 yr Extreme Fire Danger Rating bushfire event will damage vegetation leading to erosion of the soil causing degradation and having an impact on the ecosystem.

Action:
- Natural Resources Adelaide Mount Lofty Ranges provides support and advice to property owners impacted by fire to ensure the recovery of natural resources and the ongoing sustainable management of properties.

Review priority/category post-action
Increase confidence levels to ‘highest’. Priority 4/Category 3 (Monitoring and Review). Residual risk.

Rural Fire
Environment impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.100.a

A 1:20 yr Bushfire in the Barossa Council area will impact conservation areas resulting in damage to native plant species (Kaiserstuhl, Altona CSR Landcare Reserve, Long Gully, Sandy Creek, Enchanted Forest, Heysen Walking Trail).

Action:
- Assurance that controls are in place. Adelaide and Mt Lofty Ranges Bushfire Management Area Plan Risk and Treatment List. Altona Conservation Park: Firebreaks and Fire access tracks, Policy, Standards and Codes of Practice.

Rural Fire
Environment impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.100.b

A 1:300 yr Bushfire in the Barossa Council area will impact conservation areas resulting in damage to native plant species (Kaiserstuhl, Altona CSR Landcare Reserve, Long Gully, Sandy Creek, Enchanted Forest, Heysen Walking Trail).
Review priority/category post-action
Once assurances are met both statements can have confidence levels increased to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual risk.

Rural Fire
Environment impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.101.a

A 1:20 yr Bushfire in the Barossa Council area will impact conservation areas resulting in deaths to wildlife species (Kaiserstuhl, Altona CSR Landcare Reserve, Long Gully, Sandy Creek, Enchanted Forest, Heysen Walking Trail).

Rural Fire
Environment impact
Priority 2/Category 2
Risk Register Reference: RF.TBC.101.b

A 1:300 yr Bushfire in the Barossa Council area will impact conservation areas resulting in deaths to wildlife species (Kaiserstuhl, Altona CSR Landcare Reserve, Long Gully, Sandy Creek, Enchanted Forest, Heysen Walking Trail).

Action:
- Assurance that bushfire management controls are in place. Mt Lofty Ranges Bushfire Management Area Plan Risk and Treatment List. Altona Conservation Park: Firebreaks and Fire access tracks, Policy, Standards and Codes of Practice.
- Assurance that controls are in place. Adelaide and Mt Lofty Ranges Bushfire Management Area Plan Risk and Treatment List. Altona Conservation Park: Firebreaks and Fire access tracks, Policy, Standards and Codes of Practice.
- Assurance from Hazard Leader that all plant species are considered. Some native species require fire to survive.

Review priority/category post-action
Once assurances are met both statements can have confidence levels increased to ‘highest’. Priority 3/Category 3 (Monitoring and Review). Residual risk.

Rural Fire Category 3 (Monitoring and Review)

There were no statements classified as monitoring and review.
Appendices

Appendix 1 – Extreme Heat Scenario

<table>
<thead>
<tr>
<th>Jan/Feb 2009 Extreme Heat Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average Recurrence Interval (ARI)/ Annual Exceedance Probability</strong></td>
</tr>
<tr>
<td><strong>Likelihood</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>
| **Impacts** | **• The highest recorded temperature was 48.8°C in Hopetoun, Victoria.**  
**• In South Australia, the impacts included a breakdown in electricity distribution, which resulted in rolling blackouts (load shedding).**  
**• Transport systems also broke down, with many buckled train lines.**  
**• The South Australian Ambulance Service was inundated with heat related call-outs (double summer daily average), which resulted in an increased load on hospitals.**  
**• The Metropolitan Fire Service responded to hundreds of calls related to small grass fires and fire alarms.**  
**• Many sporting fixtures cancelled**  
**• and overnight temperatures remained very high, with the RAAF Edinburgh Base recording a temperature of 41.7°C at 3.04am on Thursday 29th January 2009.**  
**• Other examples of impacts included an overnight blackout at Walkerville IGA supermarket that ruined perishable food worth $30,000.**  
**• 173 died in the Victorian Black Saturday bushfires during the heat wave – however >370 died from Extreme Heat related illnesses in Victoria during that same** |

*Data taken from the Extreme Heat Risk management report – ZERMS Project.*
Appendix 2 – Extreme Storm Scenario

<table>
<thead>
<tr>
<th>Scenario: 1979 Extreme Storm Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average Recurrence Interval (ARI)/Annual Exceedance Probability (AEP)</strong></td>
</tr>
<tr>
<td><strong>Likelihood</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>
| **Impacts**                      | • Driven by a broad scale synoptic system, many smaller thunderstorm cells were generated inflicting extreme damage to parts of the State.  
• The storm was very intense over Mid North, Barossa, Northern Metro & Riverland.  
• Considerable damage was caused from wind gusts up to 160 km/h, large hail and heavy rain.  
• Port Broughton was the worst hit with 50 homes destroyed, 200 extensively damaged and 100 with minor damage.  
• Houses became unroofed, caravans damaged & power lines brought down in Salisbury Nth, Parafield Gardens and Munno Para.  
• Every street in Elizabeth was recoded has having trees blown down.  
• Three small planes tipped over and seven more were damaged at Parafield Aerodrome.  
• Market gardeners from Virginia, Two Wells, Angle Vale and Gawler lost millions of dollars in crops. |

Appendix 3 – Flood Scenario

<table>
<thead>
<tr>
<th>Scenario: Flood of the Light and Gawler Rivers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average Recurrence Interval (ARI)</strong></td>
</tr>
<tr>
<td><strong>Likelihood</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Impacts</strong></td>
</tr>
</tbody>
</table>
year ARI. It appears that the areas of concern would be around the Two Wells and Lewiston area, the railway line, Port Wakefield highway and the various glass houses and agricultural/horticultural businesses scattered throughout the area.

- The main road into Lewiston can be cut off, which means ambulance and many emergency services are unable to reach that township (ambulances can’t go in at certain heights).
- Vietnamese and Italian speaking people in the area
- No hospitals in this council area

Appendix 4 – Rural Fire Scenario 1

<table>
<thead>
<tr>
<th>Scenario: Rural Fire 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazard Frequency</strong></td>
</tr>
<tr>
<td>Annual Exceedance Probability (AEP)</td>
</tr>
<tr>
<td><strong>Likelihood</strong></td>
</tr>
<tr>
<td>Likely</td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Wangary Bushfire 11 January 2005</td>
</tr>
<tr>
<td><strong>Fire activity</strong></td>
</tr>
<tr>
<td>• 145,000 hectares of farm and bushland</td>
</tr>
<tr>
<td>• 400 CFS fire fighters.</td>
</tr>
<tr>
<td>• 80 fire appliances.</td>
</tr>
<tr>
<td>• 3 aircraft deployed.</td>
</tr>
<tr>
<td>• Ineffective from day one due to smoke and local weather conditions.</td>
</tr>
<tr>
<td>• Major emergency declared.</td>
</tr>
<tr>
<td><strong>Fire impacts</strong></td>
</tr>
<tr>
<td>• 9 fatalities and 115 people injured.</td>
</tr>
<tr>
<td>• 93 homes and 316 sheds destroyed.</td>
</tr>
<tr>
<td>• 45 vehicles and 139 farm machines destroyed.</td>
</tr>
<tr>
<td>• 6,300 km fencing destroyed.</td>
</tr>
<tr>
<td>• 47,000 livestock lost.</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
</tr>
<tr>
<td>• Water supply</td>
</tr>
<tr>
<td>• Roads</td>
</tr>
<tr>
<td>• Airport</td>
</tr>
<tr>
<td>• Schools.</td>
</tr>
<tr>
<td><strong>Post event implications</strong></td>
</tr>
<tr>
<td>• Community recovery process</td>
</tr>
</tbody>
</table>
Appendix 5 – Rural Fire Scenario 2

<table>
<thead>
<tr>
<th>Scenario: Rural Fire 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazard Frequency</strong></td>
</tr>
<tr>
<td><strong>Annual Exceedance Probability (AEP)</strong></td>
</tr>
<tr>
<td><strong>Likelihood</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>
| **Forecast weather**   | • Temperature 43°C  
                          | • Relative humidity 5%  
                          | • Wind 45 km/h. |
| **Catastrophic Fire Danger Rating in all Fire Ban Districts** | • State wide total Fire Ban  
                          | • 10 days of sustained 35 ºC temperatures  
                          | • Multi-year rainfall deficiencies  
                          | • Numerous uncontrolled fires around the State. |
| **Fire activity**      | • 180 fires reproduced  
                          | • 8 major fires  
                          | • 208,000 hectares  
                          | • 377 fire appliances + 100 private units  
                          | • 3,500 fire fighters  
                          | • 2 surveillance aircraft  
                          | • State disaster declared. |
| **Post event implications** | • 28 fatalities (3 CFS fire fighters)  
                            | • 2,676 injuries with 133 hospitalised  
                            | • 250,000 sheep and cattle lost  
                            | • 10,000 km fencing destroyed  
                            | • 21,000 ha pine plantations destroyed  
                            | • 190 homes destroyed  
                            | • Estimated losses $200-400M |
| **Post event implications** | • Internal review  
                            | • Independent review  
                            | • Coronal Inquest  
                            | • Legislation change  
                            | • Development Act |
| | • Organisational restructure  
| | • National implications (FDR)  
| | • Funding Litigation. |
The Barossa Council
Local Emergency Risk Management
Implementation Plan
March 2018
Contents

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Summary

This document contains the relevant risk information required to carry out the priority risk actions identified in the Local Emergency Risk Management Project conducted in 2017. Explanations of how to work through this document are described below.

Category 1 – Risk Treatment
The Category 1 risk treatment statements have completed the evaluation phase and now require action. These are addressed through introduction of a new control or improving/altering any existing controls. Each risk objective includes the corresponding risk statements, proposed actions, specific details, the business unit or committee responsible for the actions and the estimated time and cost needed for completion. These are separated into Council and Zone Emergency Management Committee (ZEMC) actions. A separate summary of actions will be provided to the ZEMC.
The following table can be used as a guide in the final decision making process.

<table>
<thead>
<tr>
<th>Criteria for Assessing Treatment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
</tr>
<tr>
<td>Is this option affordable? Is it the most effective? Is it capital and/or recurrent?</td>
</tr>
<tr>
<td>Timing</td>
</tr>
<tr>
<td>Will the beneficial effects of this option be continuous, will the treatment option be sustainable over time?</td>
</tr>
<tr>
<td>Leverage</td>
</tr>
<tr>
<td>Will the application of this option lead to further risk-reducing actions by others?</td>
</tr>
<tr>
<td>Administrative efficiency</td>
</tr>
<tr>
<td>Can this option lead to further risk-reducing actions by others?</td>
</tr>
<tr>
<td>Continuity of effects</td>
</tr>
<tr>
<td>Will the effects of applying this option be continuous or merely short term? If continuous, will the treatment option be sustainable over time?</td>
</tr>
<tr>
<td>Compatibility</td>
</tr>
<tr>
<td>How compatible is this option with others that may be adopted?</td>
</tr>
<tr>
<td>Jurisdictional authority</td>
</tr>
<tr>
<td>Does this level of government have the legislated authority to apply this option? If not can higher levels be encouraged to do so?</td>
</tr>
<tr>
<td>Effects on people</td>
</tr>
<tr>
<td>What will be the health and wellbeing impacts of this option?</td>
</tr>
<tr>
<td>Effects on economy</td>
</tr>
<tr>
<td>What will be the economic impacts of this option?</td>
</tr>
<tr>
<td>Effects on the environment</td>
</tr>
<tr>
<td>What will be the environmental impacts of this option?</td>
</tr>
<tr>
<td>Effects on the public administration</td>
</tr>
<tr>
<td>What will be the administrative impacts of this option?</td>
</tr>
<tr>
<td>Effects on social setting</td>
</tr>
<tr>
<td>What will be the social impacts of this option?</td>
</tr>
<tr>
<td>Risk creation</td>
</tr>
<tr>
<td>Will this option itself introduce new risks?</td>
</tr>
<tr>
<td>Equity</td>
</tr>
<tr>
<td>Do those responsible for creating the risk pay for its reduction? When the risk is not a result of people’s decisions, is the cost fairly distributed?</td>
</tr>
<tr>
<td>Risk reduction potential</td>
</tr>
<tr>
<td>What proportion of the losses due to the risk will this option prevent?</td>
</tr>
<tr>
<td>Political acceptability</td>
</tr>
<tr>
<td>Is there likely to be endorsed by the relevant governments?</td>
</tr>
<tr>
<td>Public and pressure group reaction</td>
</tr>
<tr>
<td>Are there likely to be adverse reactions to implementation of this option?</td>
</tr>
<tr>
<td>Individual freedom</td>
</tr>
<tr>
<td>Does this option deny basic and/or existing rights? Is it legal?</td>
</tr>
</tbody>
</table>

**Category 2 – Further Analysis**

The further analysis risk statements require follow up investigation. Where possible some of these assurances have been met and this is described in the detail column of the table. Further analysis can include checking extra data or research and following up detail about certain controls with the relevant Hazard leader or expert. Once these assurances are met this may minimise the risk, and it may be plausible for the confidence level to be increased. Where
confidence is increased there may be a priority change (this will occur automatically through formatting in the risk register). When the priority level remains between one and four, the council must make a decision whether to accept the residual risk once all possible risk mitigation activities have been pursued. Priority five risks can be shifted to the ‘Monitor and Review’ category. These require no further action; however, they can be reviewed as needed, or as part of the council’s risk assessment process in the future. These risks remain in the appropriate Risk Register.

### Risk Treatment

**Flood**

<table>
<thead>
<tr>
<th>Objective: Increase council’s capacity to assist prior to and during flood events.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.TBC.11 – Public Administration impact – a flood that will limit the capabilities of emergency services where they are unable to enter flooded areas or are overwhelmed and stretched for resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Business Unit/Committee responsible for implementation</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify appropriate staff to undertake FloodMon training.</td>
<td>Investigate potential training to use FloodMon. Aaron Blasch is rolling this project out to councils early 2018. <a href="http://www.ses.sa.gov.au/site/community_safety/floodsafe/floodmon.jsp">http://www.ses.sa.gov.au/site/community_safety/floodsafe/floodmon.jsp</a> A new flood monitoring system (FloodMon) which can help predict flash flooding is set to revolutionise the way authorities manage the risk of flood impacts across the State. FloodMon combines near real-time data, such as rain and water level gauge readings, with forecast information like rain radars to help emergency managers assess conditions, predict flash flooding and issue warnings. It is cloud based and will be available to flood emergency managers in state and local government.</td>
<td>Engineering Identify the appropriate staff member (preferably staff member with a hydrology or engineering background)</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td>Ensure that relevant staff have undertaken Emergency</td>
<td>iResponda Training Local Government Functional Support Group Training through LGA. Update Staff Position Descriptions.</td>
<td>Risk Management Team Team Managers</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>
**Response Training.**

The LGFSG’s role in the State Emergency Management Plan is to coordinate the response from Local Government during emergencies. Examples of the roles played by councils during emergencies include assisting the CFS with fire ground support such as water cartage, control line construction and assisting the SES with flood and storm operations such as tree and arborists crews, flood mitigation technical information. These activities have always been undertaken by councils. The LGFSG’s newly created role is to build on existing emergency management arrangements between Local Government and Emergency Services through ensuring there is a formal coordinated approach across our sector. This approach will ensure essential contact points are maintained, resource sharing arrangement are seamless & there is a reduction in duplication of effort.

**Implement a Flood Emergency Response Plan**

Conduct a workshop to progress the Emergency Response Plan. Response Plan can include details of what the triggers are for the activation of local flood mitigation activities (e.g., the Flood Levees in Nuriootpa).

Organisational Management Group (OMG)  
State Emergency Services

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**Rural Fire**

**Objective:** Increase community awareness of bushfire planning for animal owners (incorporate animal management into bushfire plans).

**Objective:** Increase community awareness of bushfire planning.

**Objective:** Implement council policy and processes that address bushfire planning.

**RF.TBC.11.b – People impact – A fire will cause injury and/or death to people when they evacuate at the last minute.**

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Business Unit/Committee responsible for implementation</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>
Marketing and Communications Team  
IT Team  
Development and Environment Team  
Customer Service Team | Country Fire Services |
| bushfire information. | Bushfire Safety Booklet link not working.  

**New information**  
Bushfire Survival Plan -  
https://www.cfs.sa.gov.au/site/prepare_for_a_fire/your_bushfire_survival_plan.jsp  

Leave Early or Stay and Defend (no longer available), Potential replacement: What to do in a bushfire (includes leaving early or stay and defending). -  
https://www.cfs.sa.gov.au/site/prepare_for_a_fire/what_to_do_in_a_bushfire.jsp  

CFS 'Know your risk' -  
https://www.cfs.sa.gov.au/site/prepare_for_a_fire/find_your_bushfire_risk_status.jsp  

CFS create your bushfire survival plan (in 3 easy steps). -  
https://www.cfs.sa.gov.au/site/prepare_for_a_fire/5_minute_bushfire_plan.jsp  


CFS 'recognising fire danger days'.  
Check fire danger ratings each night for the following day.  

CFS Bushfire Action week (October each year), have a display in foyer and investigate other potential high traffic areas. When people observe information in multiple places they're more likely to consider changing their behavior.  

Council could potentially do something similar to this as an update. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Description</td>
<td>Details</td>
</tr>
<tr>
<td>------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Liaise with Local Government Association to implement the Unity software required to implement the emergency splash page. Activation will sit with the Marketing and Communications team (embedded EM strategies into Position Descriptions)</td>
<td>This risk statement is largely underpinned by a lack of community awareness of bushfire risk and the uptake of prevention and preparedness planning. A disengaged and passive public – this is evident across many public policy issues in Australia. Refer to Changing behaviour: a public policy perspective (Australian Public Service Commissioner). <a href="http://www.apsc.gov.au/publications-and-media/archive/publications-archive/changing-behaviour">http://www.apsc.gov.au/publications-and-media/archive/publications-archive/changing-behaviour</a> Building community resilience needs to occur through a concentrated and multipronged approach where the public are engaged. Any educational materials should be sourced from the Hazard Leader (CFS).</td>
</tr>
<tr>
<td>Provide local bushfire information through regular council newsletters and rates notices.</td>
<td>Develop written content to be used in council communications (newsletter and rates notices). Content should always come from the Hazard Leader, either directly from the website or existing CFS campaign and education materials.</td>
</tr>
<tr>
<td></td>
<td>Mt Barker District Council have developed an advisory newsletter, which was sent out before the fire season to local residents. This could be used as a template with the APC’s own information added. TRIM - 18/1061 - Mount Barker Bushfire Newsletter 2017 – 2018</td>
</tr>
<tr>
<td></td>
<td>Estimated timeframe and cost</td>
</tr>
<tr>
<td>Task</td>
<td>Team(s)</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Share CFS Social Media updates when applicable to local area.</td>
<td>Communications and Marketing Team</td>
</tr>
<tr>
<td>Ensure that the management of Emergency Management communication strategies are included in Position Descriptions for Communications and marketing roles.</td>
<td></td>
</tr>
<tr>
<td>Ensure these maps are included in the Community Emergency Management Plan. These can also be added to the council’s website under the Bushfire Prevention section.</td>
<td></td>
</tr>
<tr>
<td>Print off maps to have on display in council foyer.</td>
<td></td>
</tr>
<tr>
<td>Angaston, Lyndoch, Nuriootpa, Tanunda, Williamstown.</td>
<td></td>
</tr>
<tr>
<td>Identify community groups to engage with to offer CFS community engagement education workshops/sessions.</td>
<td></td>
</tr>
<tr>
<td>Aim to do this each year during Bushfire Action week (October).</td>
<td>Fire Prevention Officer</td>
</tr>
<tr>
<td>CFS education workshops are no cost to the council or the community.</td>
<td>Communications and Marketing Team</td>
</tr>
<tr>
<td>Liaise with Peta O'Donohue (Project Manager, Partners in Bushfire Safety, CFS), 0457 105 609 <a href="mailto:odonohue.peta@cfs.sa.gov.au">odonohue.peta@cfs.sa.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>Identify a core community group to assist with determining how the public would best uptake this strategy.</td>
<td>Customer Services</td>
</tr>
<tr>
<td>Previously the Firey Women Program has been offered through the Council’s Library.</td>
<td></td>
</tr>
<tr>
<td><strong>Estimated timeframe and cost</strong></td>
<td>Fire Prevention Officer</td>
</tr>
<tr>
<td>Already happening</td>
<td>Communications and Marketing Team</td>
</tr>
<tr>
<td>Identify community groups to engage with to offer CFS community engagement education workshops/sessions.</td>
<td></td>
</tr>
<tr>
<td>All sites are currently being reviewed. Workplace Emergency and Evacuation Plan – Nuriootpa Office and Library</td>
<td>Risk Management Team</td>
</tr>
<tr>
<td><a href="http://inside.barossa.sa.gov.au/resources/_layouts/listform.aspx?PageType=4&amp;ListId=47DFD84-FF29-4198-87E1-523F070F1C0&amp;ID=214&amp;ContentTypeId=0x0100586F60F107331843A8141F95AD58F606">http://inside.barossa.sa.gov.au/resources/_layouts/listform.aspx?PageType=4&amp;ListId=47DFD84-FF29-4198-87E1-523F070F1C0&amp;ID=214&amp;ContentTypeId=0x0100586F60F107331843A8141F95AD58F606</a></td>
<td></td>
</tr>
<tr>
<td><strong>Estimated timeframe and cost</strong></td>
<td>Risk Management Team</td>
</tr>
<tr>
<td>In progress</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td>Task</td>
<td>Details</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>Review Adverse Weather Process.</td>
<td>Adverse Weather Process. 13/17852 Ensure that there are actions relating to driving outside of bushfire safer areas on severe, extreme and catastrophic fire danger days.</td>
</tr>
<tr>
<td>Update EMP to include ‘Record of Staff Movement – Catastrophic Fire Danger Days’ written into EMP and awareness training rolled out.</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Action</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Movements’ on Severe, Extreme and Catastrophic Days, and during fire events.</td>
<td>In progress</td>
</tr>
<tr>
<td>Review Remote and Isolated Work Process.</td>
<td>Ensure that Remote and Isolated Work process includes detail of what workers are permitted to do on Severe, Extreme Fire Danger Rating.</td>
</tr>
<tr>
<td>Assurance that all council staff are aware of their responsibilities when there is a bushfire. Staff training required. Safe Work instructions for fire.</td>
<td>Conduct a bushfire training exercise to assess any gaps. Implement staff training.</td>
</tr>
<tr>
<td>Assurance that council Business Continuity Plans have been implemented as they relate to Rural Fire (all hazards approach).</td>
<td>Refer to BCP listing in EW.TBC.1.a.</td>
</tr>
</tbody>
</table>
| Assurance that council raises awareness of risks to new populations moving into the area. | A welcome letter and information kit is posted to new residents. Review kit and ensure that local bushfire information is included.  
• Bushfire Planning Booklet or pamphlet with links to developing a 5 minute Bushfire Plan.  
• Bushfire Safer Places (maps).                                                                 | Communications and Marketing Team.                                                                                                      |                             |                      |
| Implement Council                                                  | Council to facilitate a working group to develop response plan through the OMG.                                                            | Organisational Management Group |                             |                      |
Response is the process of combating an emergency and providing assistance to people affected by the emergency. The aim of response operations is to save lives, protect property and make an affected area safe. Response activities are normally carried out by a number of organisations, including Local Government, State Emergency Service units, police, fire and ambulance. Council specific response activities may include:

- Supply of local technical experts, for example Environmental Health Officers and Building Surveyors, and expert local knowledge
- Supply of equipment

Councils may sometimes be in charge of the initial response activities as they may be first on the scene of an emergency.

Further analysis

**Extreme Weather**

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>
SES Storm Safe (includes: before the storm hits, during the storm, after the storm and home or business emergency kit) - http://www.ses.sa.gov.au/site/community_safety/stormsafe.jsp
BoM – http://www.bom.gov.au/ | Priority 4/Category 1 (Risk Treatment). **Further action** Council must decide to accept the residual risk once assurances have been actioned. | State Emergency Service |

| Assurance that council has implemented Business Continuity Plans. | Business Continuity Plan - 10/34932
Business Continuity Critical Function Sub Plan - Customer Service - 14/51130
Business Continuity Critical Function Sub Plan - Governance - 14/51133 | Priority 4/Category 1 (Risk Treatment). **Further action** Council must decide to accept the residual risk once assurances have been actioned. | State Emergency Service |
(Ensure power outages, water, gas and communications are addressed).

| Business Continuity Critical Function Sub Plan - Organisational Development - 14/51120 |
| Business Continuity Critical Function Sub Plan - Community Transport Services - 14/51132 |
| Business Continuity Critical Function Sub Plan - Development and Environmental Services - 14/51129 |
| Business Continuity Critical Function Sub Plan - Human Resources - 14/51125 |
| Business Continuity Critical Function Sub Plan - Knowledge Services - 14/51118 |
| Business Continuity Critical Function Sub Plan - Barossa Leisure Options - 14/51131 |
| Business Continuity Critical Function Sub Plan - Finance - 14/51127 |
| Business Continuity Critical Function Sub Plan - Library Services 14/51122 |
| Business Continuity Critical Function Sub Plan - Risk Management - 14/51116 |

| Risk Management Team |
| Incorporate into OMG meetings |

**EW.TBC.1.b – People impact – An extreme heat event will cause injury and or death to residents.**

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Further Action</em></td>
<td>Decision by council to accept the residual risk once assurances have been actioned.</td>
<td>Customer Service Department. Marketing and Communication Team</td>
<td></td>
</tr>
<tr>
<td><em>Further Action</em></td>
<td>Decision by council to accept the residual risk once assurances have been actioned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13
<table>
<thead>
<tr>
<th>Council Customer Services</th>
<th>Customer Service Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council shares extreme heat warnings via Social Media.</td>
<td>This is currently managed by the Marketing and Communications team. SES provide updates on extreme heat on their social media pages.</td>
</tr>
<tr>
<td>Assurance that council has an Adverse Weather Process in place.</td>
<td>Implemented and due for review. Ensure that current research and information is used (refer to SES and sa.gov.au for information when reviewing).</td>
</tr>
</tbody>
</table>

**ZEMC Action**

| SES Heat Safe program | SES Community Engagement volunteers (potential to attend during large community events to provide advice on staying safe during hot weather). | Priority 3/ Category 1 (Risk Treatment). \*Further Action* \*Referred to ZEMC. |

**EW.TBC.2.a** – People impact – An extreme storm event will affect people at sporting events and other mass gatherings and cause death or injury. **EW.TBC.2.b** – People impact – An extreme heat event will affect people at sporting events and other mass gatherings and cause death or injury.

**Further Action**
Monitor & Review once assurance is met.
Risk Management Team.

**EW.TBC.3.a** – An extreme storm event will impact the health of people most at risk or cause interruptions/damages to essential services/facilities for vulnerable people and cause injury and/or death.

**EW.TBC.3.b** – People impact – An extreme heat event will impact the health of people most at risk or cause interruptions/damages to essential services/facilities for vulnerable people and cause injury and/or death.

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>

**Further action**
Once assurance is met, Monitor and Review.

| Assurance that council has implemented or reviewed all Business Continuity Plans. | Addressed in EW.TBC.1.a | Priority 5/Category 3 | State Emergency Services

**Further action**
Once assurance is met, Monitor and Review.

| Assurance that council has implemented or | Adverse Weather Process – 13/17852 | Priority 5/Category 3 | State Emergency Services

**Further action**
<table>
<thead>
<tr>
<th>Reviewed the Adverse Weather Process.</th>
<th>In progress, Monitor and Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ZEMC Action</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>
ACIA is the peak body for organisations involved in provision of care and services to older people.


Aged and Community Services have a range of templates, emergency scenarios, rationales for developing policies and procedures. Refer this risk back to the ZEMC for further investigation.

Investigate linkages between existing services and people most at-risk.

SA Health program Making Every Contact Count provides a range of health promotion messages to clients (aged care and disability), which includes Extreme Heat.

<table>
<thead>
<tr>
<th>Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council has tree management strategies in place that address storm prevention and recovery (clean-up).</td>
<td>Review or implement a roadside tree and verge maintenance plan.</td>
<td>Reviewed Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td>Further action</td>
<td>Once assurance is met, Monitor and Review. Environment Department</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EW.TBC.4.a** – People impact – An extreme storm event will affect the structural integrity of trees which may result in branch drop and injuries or death to people.

**EW.TBC.9.a** – Economy impact – An extreme storm event will damage crops, grapes and livestock in the Barossa Council area causing a financial losses.

**EW.TBC.4.b** – People impact – An extreme heat event will affect the structural integrity of trees which may result in branch drop and injuries or death to people.

**EW.TBC.9.b** – Economy impact – An extreme heat event will damage crops, grapes and livestock in the Barossa Council area causing a financial losses.
| Assurance from Barossa Grape Wine Association (refer to notes in the rural fire section in relation to vineyard damage). | Investigate the economic impact of this scenario were it to happen and levels of insurance that vineyards take out. This may be varied depending on the size of the operation. | Priority 3/Category 3 (Risk Treatment). Residual risk. | Further action
This is beyond the jurisdiction of the council and has also been addressed through the Zone risk assessment. Report back to the ZEMC. | State Emergency State |
| Assurance from agricultural sector that farmers have adequate insurance. | Both risk statements are currently set at Major. According to the consequence table this translates as financial losses greater than $5,300,000 for the Barossa Council area. Each sector may need its own risk statement to reflect the individual economic impacts. For example, an extreme storm may damage grapes, but not livestock. | Priority 3/Category 3 (Risk Treatment). Residual risk. | Further action
Report to the ZEMC | State Emergency State |
| Further investigation of what advice or support is provided to businesses through Regional Development Australia, Barossa. | | | | State Emergency State |

**EW.TBC.10.a** – Economy impact – an extreme storm event will impact on the telecommunications and electricity required for employees to attend or undertake work (both for businesses and individuals).

**EW.TBC.10.b** – Economy impact – an extreme heat event will impact on the telecommunications and electricity required for employees to attend or undertake work (both for businesses and individuals).

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council website has extreme</td>
<td>Addressed in 3.b</td>
<td>Priority 5/Category 3</td>
<td>State Emergencies Services</td>
</tr>
<tr>
<td>Further Action</td>
<td>Monitor and Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Action</td>
<td>Detail</td>
<td>Revised Priority and Category</td>
<td>Hazard Leader</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>-----------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Assurance that council includes Business Continuity Planning strategies that respond to</td>
<td>Refers to BCP listing in EW.TBC.3.a.</td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

**State Emergencies** Services

- **Heat and Storm Information Links.**
  - Increase community awareness of having emergency kits (72 hour model).
  - Include link in website updates.
  - Priority 5/Category 3
  - Further Action: Monitor and Review

- **State Emergencies** Services

- **ZEMC Action**
  - Assurance that council has back-up communication devices.
  - Investigate costs of battery operated communication devices, radios and torches.
  - Priority 5/Category 3
  - Further Action: Once actioned, Monitor and Review

- **State Emergencies** Services

- **ZEMC Action**
  - Assurance that businesses have Business Continuity Plans implemented that address power and telecommunication outages.
  - Liaise with Regional Development Australia (Barossa) through ZEMC to advocate for uptake of this strategy.
  - RDA could potential provide the following:
    - Business Continuity Planning (BCP) workshops for local businesses
    - Development of BCP templates
    - Risk assessment planning
    - Risk assessment templates
  - Priority 5/Category 3
  - Further Action: Monitor and Review

- **State Emergencies** Services

- **EW.TBC.12.a – Economy impact – extreme storm event will cause decreased tourism earnings across The Barossa Council area.**
- **EW.APC.12.b – Economy impact – extreme heat event will cause decreased tourism earnings across The Barossa Council area.**

- **Council Action**
  - Detail
  - Revised Priority and Category
  - Hazard Leader

- **Further Action**
  - Once assurance is met, Monitor and Review
| Extreme Heat and Storm | Further research into past local extreme heat events. | Priority 5/Category 3 | State Emergency Services  
During the Santos Tour Down Under the Hostworks Stage 1 from Unley to Lyndoch was reduced by 26.5km or one lap of the final circuit due to extreme heat (17 January 2017).  

### ZEMC Action

Assurance that businesses have Business Continuity Plans implemented that capture risks associated with extreme heat events.  
Liaise with Regional Development Australia (Barossa) through ZEMC to advocate for uptake of this strategy.  
RDA could potentially provide the following:  
Business Continuity Planning (BCP) workshops for local businesses  
Development of BCP templates  
Risk assessment planning  
Risk assessment templates

### EW.APC.14.a – Public Administration impact – extreme storm will limit the capabilities of emergency services where they are unable to assist due to being overwhelmed and stretched for resources.  
EW.APC.14.b - Public Administration impact – extreme heat will limit the capabilities of emergency services where they are unable to assist due to being overwhelmed and stretched for resources

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>
| Assurance that council staff who have specific responsibilities during emergency | Training of Council Incident Management Team members. | Priority 4/Category 3. | State Emergency Services  
Further action  
Council to determine if residual risk is accepted once assurances are met.
<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assurance that Council has Business Continuity Plans implemented.</td>
<td>Refer to BCP listing in EW.TBC.3.a.</td>
<td>Priority 4/Category 3.</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td>Assurance that relevant council staff have undertaken iResponda training.</td>
<td>Risk Management Department.</td>
<td>Priority 4/Category 3 (Monitoring and Review). Residual risk.</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td>Assurance that council has implemented an emergency response plan.</td>
<td>Unsure whether this exists. If not this will need to be actioned as a risk treatment.</td>
<td>Priority 4/Category 3 (Monitoring and Review). Residual risk.</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

**EW.TBC.16.b – Social Setting impact – An extreme heat event will disrupt existing health, education and other support services which in turn will impact upon the community’s emotional and psychological wellbeing and ability to recover.**

<table>
<thead>
<tr>
<th>ZEMC Action</th>
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</thead>
</table>
**EW.TBC.18.a & 18.b – Social setting impact – an extreme storm or heat event will impact/damage the branding of The Barossa Council area - which affects the community wellbeing.**

<table>
<thead>
<tr>
<th>ZEMC Action</th>
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<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance from Barossa Grape and Wine Association and other peak bodies that they have marketing and branding strategies.</td>
<td>Strong branding and marketing strategies in place. - <a href="http://www.barossa.com/members/barossa-grape-and-wine-association/about-bgwa">http://www.barossa.com/members/barossa-grape-and-wine-association/about-bgwa</a> Barossa Australia - [<a href="http://www.barossa.com/Barossa">http://www.barossa.com/Barossa</a> Trust Mark.](<a href="http://www.barossa.com/Barossa">http://www.barossa.com/Barossa</a> Trust Mark.)</td>
<td>Priority 5/Category 3 (Monitoring and Review) Review – Both risk statements are rated as ‘rare’ likelihood, ‘medium’ risk level and a priority ‘4’ level. Both can be shifted to a Category 3 (Monitor and Review). I would also review the consequence level. Currently this is set at ‘Moderate’ – The community of interest’s social connectedness is broken, such that community requires significant external resources. This too could be shifted down to ‘Minor’ which subsequently drops the priority to ‘5’.</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

**Further Action**
Report to ZEMC, Monitor and Review

---

**Flood**

**F.TBC.1 – People impact – a storm will lead to a 1:100 year flood that will cause damage to transport infrastructure (roads, traffic lights, visibility rail etc.) causing accidents, which will in turn cause loss of life and serious injury to people within the Barossa Council area.**

<table>
<thead>
<tr>
<th>Council Action</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council roads are well maintained and well signed in areas that are prone to flooding.</td>
<td>Council to provide details.</td>
<td>Priority 5/Category 3 Further action Once assurance is met, Monitor and Review</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

**Further action**
Once assurance is met, Monitor and Review
Assurance that SES flood messages relating to walking, driving and playing in flood water are routinely and widely communicated, and that this is the information council uses.


**Priority 5/Category 3**

**Further Action**
Once assurance is met, Monitor and Review

<table>
<thead>
<tr>
<th>Facilitate partnership between the council and the new SES community program to ensure ongoing support with their community education relative to flooding.</th>
</tr>
</thead>
</table>
| Liaise with SES through the ZEMC to facilitate ongoing community engagement strategies.

The issue of limited partnerships between councils and the SES occurs across the Zone. It would be beneficial for the council to identify appropriate community groups and potential avenues to offer flood related education workshops. The SES community education program is a free service to the community. SES has already briefed the ZEMC and this relationship will need to continue to promote an ongoing partnership at a local level.

At a council level it would be ideal to have staff nominated as part of their role to be conduits between the SES education team and the local community.

**Priority 5/Category 3**

**Further Action**
Report to ZEMC, Monitor and Review.

<table>
<thead>
<tr>
<th>Council Action</th>
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<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance from SES that Flood Safe program communicates specific flood</td>
<td>Flood Safe program (currently being reviewed) – specific community messages. <em>Do not drive, ride, walk through or play in floodwater.</em></td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

F.TBC.3 – People impact – flood that will result in loss of life or serious injury to people travelling in vehicles or on-foot through floodwaters.

<table>
<thead>
<tr>
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<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance from SES that Flood Safe program communicates specific flood</td>
<td>Flood Safe program (currently being reviewed) – specific community messages. <em>Do not drive, ride, walk through or play in floodwater.</em></td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td>Action</td>
<td>Detail</td>
<td>Revised Priority and Category</td>
<td>Hazard Leader</td>
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</tr>
<tr>
<td><strong>Assurance that council has flood response plan in place.</strong></td>
<td>Refer to previous detail regarding Emergency Response Plan.</td>
<td>Priority 5/Category 3 <strong>Further Action</strong> Once assurance is met, Monitor and Review</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

F.TBC.5 – People impact – year flood which will cause a failure of CWMS in The Barossa Council resulting in health risks/illnesses to people.

<table>
<thead>
<tr>
<th>Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assurance that CWMS assets are regularly tested and maintained, and compliant within emergency risk management processes.</strong></td>
<td>The CWMS operations is regulated under the Essential services commission of South Australia (ESCOSA), a part of their requirements is that we have a comprehensive plan to handle a number of issues including floods, fire, power failures etc. There is also a requirement that the CWMS operator have suitable knowledge and ability to modify the CWMS functions to further allow to flooding etc. All of this is audited by the Office of the Technical Regulator on behalf of ESCOSA. As a note the Nuriootpa CWMS operated successfully during the state power failure as well as the following flows in Nuriootpa which were near 1/100 Levels. (Information provided by Michael Clarke).</td>
<td>Priority 5/Category 3 <strong>Further Action</strong> Once assurance is met, Monitor and Review</td>
<td>State Emergency Services</td>
</tr>
</tbody>
</table>

F.TBC.6 – People impact – flood that will cause death or illness to the more vulnerable people.

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<thead>
<tr>
<th>Council Action</th>
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<th>Hazard Leader</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td><strong>ZEMC Action</strong></td>
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<tr>
<td></td>
<td>Further action Once assurances met, Monitor and Review. Report to ZEMC.</td>
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</tr>
<tr>
<td></td>
<td>Further action Once assurances met, Monitor and Review. Report to ZEMC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assurance that Emergency REDiPlan (Red Cross) is promoted to vulnerable residents.</td>
<td>This falls under the Aged-related frailty and disability across all hazards at a statewide level.</td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td></td>
<td>Further Action Once assurance met, Monitor and Review. Report to ZEMC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assurance that home services provide information to clients.</td>
<td>SA Health – Making Every Contact Count program – provides a range of health promotion and wellbeing messages to people through Meals on Wheels. This system could be utilised to incorporate emergency management prompts. Extreme heat is already discussed with clients.</td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td></td>
<td>Further Action Once assurance met, Monitor and Review Report to ZEMC</td>
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</tbody>
</table>
### F.TBC.7 – Economy impact – flood that will cause damage to premises, equipment, stock which in turn interrupts businesses within The Barossa Council area and causes a financial impact.

<table>
<thead>
<tr>
<th>Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that local businesses have implemented Business Continuity Plans and have adequate insurance.</td>
<td>Further investigation and discussion through Regional Development Australia, Barossa.</td>
<td>Priority 3/Category 1 (Risk Treatment)</td>
<td>State Emergency Services</td>
</tr>
<tr>
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<td></td>
<td><strong>Further Action</strong></td>
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<td></td>
<td></td>
<td>- Once assurance is met, council to determine if they will accept residual risk.</td>
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<tr>
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<td></td>
<td>- Report to ZEMC</td>
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</tr>
<tr>
<td>Assurance that businesses have conducted risk assessments relative to all hazards.</td>
<td>Further investigation and discussion through Regional Development Australia, Barossa. Nominate a ZEMC member to liaise with RDA.</td>
<td>Priority 3/Category 1 (Risk Treatment)</td>
<td>State Emergency Services</td>
</tr>
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<td></td>
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<td><strong>Further Action</strong></td>
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<td></td>
<td>- Once assurance is met, council to determine if they will accept residual risk.</td>
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<tr>
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<td></td>
<td>- Report to ZEMC</td>
<td></td>
</tr>
<tr>
<td>Promote flood PPRR strategies in collaboration with SES flood program to businesses.</td>
<td>ZEMC to liaise with the SES to support RDA to offer workshops to businesses.</td>
<td>Priority 3/Category 1 (Risk Treatment)</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Further Action</strong></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>- Once assurance is met, council to determine if they will accept residual risk.</td>
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<tr>
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<td></td>
<td>- Report to ZEMC</td>
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</tbody>
</table>

### F.TBC.8 – Economy impact – flood that will impact and damage Local Government infrastructure (roads, buildings etc) resulting in a financial impact.

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
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<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council maintains adequate insurance and</td>
<td>Council to provide details here.</td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Further Action</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Once assurances met, Monitor and Review</td>
<td></td>
</tr>
</tbody>
</table>
an appropriate maintenance system for all assets, particularly those high at risk from the impacts of flood.

**Assurances from council that all assets (roads, buildings, drains etc) are assessed and managed in terms of flood mitigation.**

<table>
<thead>
<tr>
<th>Council Action</th>
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<th>Hazard Leader</th>
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</thead>
</table>

**ZEMC Action**

| Assurance that services have Business | Business Continuity Planning for businesses to be addressed through RDA (refer to F.TBC.7) | Priority 5/Category 3 | State Emergency Services |

F.TBC.15 – Social Setting impact – flood that will disrupt existing health, education and other support services which in turn will impact upon the community’s emotional and psychological wellbeing and ability to recover.

**Council Action**


**ZEMC Action**

| Assurance that services have Business | Business Continuity Planning for businesses to be addressed through RDA (refer to F.TBC.7) | Priority 5/Category 3 | State Emergency Services |
Continuity Plans implemented that address flood. If flooding impacts and recovery were prolonged and services impacted heavily this may lead to emotional and psychological trauma.

Once assurances met, Monitor and Review

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Liaise with Zita Fewster at PIRSA.</td>
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</tr>
<tr>
<td>Zita Fewster</td>
<td>Animals in Emergencies Senior Project Officer Biosecurity SA</td>
<td>Primary Industries and Regions SA – PIRSA</td>
<td></td>
</tr>
<tr>
<td>P: (08) 8207 7906</td>
<td>M: 0427 976 804</td>
<td>W: <a href="http://www.pir.sa.gov.au">www.pir.sa.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>Part time working hours: Mon-Tues 9 am–4.30 pm; Wed-Thur 9.30 am–2.30 pm</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Assurance that Council Response and Recovery Plans address animal management</td>
<td>Facilitate Council working group to develop Response and Recovery Plans.</td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
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<tr>
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<tr>
<td>F.TBC.13 – Social Setting impact – flood that will impact companion animals, pets, farm animals (animals drinking contaminated water, displacement, death or injury) and cause an emotional impact and distress to the community.</td>
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<td></td>
</tr>
<tr>
<td>Assurance that council has policy and process to address straying and wandering animals during and after emergencies.</td>
<td><a href="https://www.barossa.sa.gov.au/sections/community-cultural-services/animal-management/lost-found-animals">https://www.barossa.sa.gov.au/sections/community-cultural-services/animal-management/lost-found-animals</a></td>
<td>Priority 5/Category 3</td>
<td>State Emergency Services</td>
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</table>

**Rural Fire**

**RF.TBC.1.b – People impact – a bushfire event will impact on the safety of residents in the Barossa Council area and will cause death and injury.**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Further research on modified populations (tourists, school holidays and other significant events that alter the current population) could be undertaken.</td>
<td>Safety of residents is addressed in 11.b risk treatment process. Include CFS information for travelers on website - <a href="https://www.cfs.sa.gov.au/site/resources/brochures_in_large_print_format/bushfire_safety_for_travellers_during_the_bushfire_season_text_only.jsp">https://www.cfs.sa.gov.au/site/resources/brochures_in_large_print_format/bushfire_safety_for_travellers_during_the_bushfire_season_text_only.jsp</a></td>
<td>The priority doesn’t alter with confidence increase. This risk is set at Catastrophic and the statement is very broad. There are a range of actions described for RFTBC.11.b which essentially incorporates the safety of people. Suggest including this statement with 11.b.</td>
<td>Country Fire Services</td>
</tr>
<tr>
<td><strong>Further Action</strong></td>
<td></td>
<td>Further Action</td>
<td>There will be some residual risk for this statement and council will need to determine if they are willing to accept this.</td>
</tr>
</tbody>
</table>

**RF.TBC.2.b & 2.c – People impact – a bushfire event will impact on the capacity of the health system to treat injured people and hence cause further harm or delay urgent care to people.**

<table>
<thead>
<tr>
<th>ZEMC Action</th>
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<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that local health</td>
<td>ZEMC to liaise with the Regional Development Australia (Barossa) to advocate for training and support to local businesses.</td>
<td>Priority 4/Category 1</td>
<td>Country Fire Service.</td>
</tr>
<tr>
<td>Council Action</td>
<td>Detail</td>
<td>Revised Priority and Category</td>
<td>Hazard Leader</td>
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</tr>
<tr>
<td>Assurance from SA Health that these services have implemented the necessary procedures as directed in the policy.</td>
<td>SA Health Guideline Catastrophic Fire Danger Rating Day - [link to guideline]</td>
<td>Priority 3/ Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td></td>
<td>Further Action</td>
<td>Once assurance is met, council should decide on accepting the residual risk.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update website.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assurance that easy English and translated information on bushfires is made available on the council website.</td>
<td>Update website information to include links to: Easy English - [link to easy English website] Languages other than English - [link to languages other than English website]</td>
<td>Priority 3/ Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td></td>
<td>Further Action</td>
<td>Once assurance is met, council should decide on accepting the residual risk.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update website.</td>
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<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Assurance that Aged Care facilities have implemented</td>
<td>For example: Uniting Care Barossa Tanunda Lutheran Home Inc. Barossa Village Inc. (2 sites)</td>
</tr>
<tr>
<td></td>
<td>Further Action</td>
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</tbody>
</table>

RF.TBC.4.c. – People impact – a bushfire event will impact on the health of more vulnerable residents and cause death or illness.
RF.TBC.6.c. – People impact – a bushfire event will cause interruption/damage to essential services and affect the day to day functionality of facilities of vulnerable people (aged, childcare, disability services etc) such that they cannot provide a minimum acceptable standard of care to their clients, therefore leading to increased number of deaths or injuries.
<table>
<thead>
<tr>
<th>Bushfire/Emergency Management Plans and Business Continuity Plans.</th>
<th>Barossa Village Residency The Vines Retirement Estate.</th>
<th>Once assurance is met, council should decide on accepting the residual risk. Report to ZEMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that Call Direct clients (South Australia Ambulance Service) can be accounted for through the system.</td>
<td>Liaise with Ambulance Services SA through the ZEMC to seek assurance.</td>
<td>Priority 3/ Category 1 Further Action Once assurance is met, council should decide on accepting the residual risk. Report to ZEMC</td>
</tr>
<tr>
<td>Assurance that Telecall daily welfare checks (Red Cross) contact clients during emergency events.</td>
<td>Liaise with Red Cross through the ZEMC to seek assurance.</td>
<td>Priority 3/ Category 1 Further Action Once assurance is met, council should decide on accepting the residual risk. Report to ZEMC</td>
</tr>
<tr>
<td>Further investigation - rental tenants, unemployed and vulnerable people.</td>
<td>These groups have been identified through the Red Cross ‘People at Risk in Emergencies project. An implementation plan is due to be rolled out in 2018. Liaise with ZEMC to determine how this will be addressed.</td>
<td>Priority 3/ Category 1 Further Action Once assurance is met, council should decide on accepting the residual risk. Report to ZEMC</td>
</tr>
</tbody>
</table>

**RF.TBC.11.c** – People impact – a bushfire will impact on those residents who evacuate at the last minute, when it is too late for safe evacuation exposing themselves to the danger of injury and/or death.

**RF.TBC.12.b & RF.TBC.12.c** – People impact - bushfire will impact on those residents who stay back to care for their animals (pets and/or stock) and put themselves at risk of injury and/or death.
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>These risks are addressed through RF.TBC.11.c</td>
<td></td>
<td>No action</td>
<td>Country Fire Service</td>
</tr>
</tbody>
</table>

**RF.TBC.16.b & FR.TBC.16.c – People impact – a bushfire will cause low visibility due to smoke, causing accidents which will in turn cause injuries and/or loss of life.**

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Assurance that CFS messages are used in any communication and bushfire messages used by council.</td>
<td>Council website information should link directly to CFS website. See the CFS Factsheet library – <a href="https://www.cfs.sa.gov.au/site/resources/fact_sheet_library.jsp">https://www.cfs.sa.gov.au/site/resources/fact_sheet_library.jsp</a> CFS are the Hazard Leader for Rural Fire. Using their factsheets and information ensures that evidence-based and current information is provided to the community.</td>
<td>Priority 3/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td></td>
<td><strong>Further Action</strong></td>
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</tr>
<tr>
<td></td>
<td>Once assurance is met, council should decide on accepting the residual risk.</td>
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</table>

**RF.TBC.17.b & FR.TBC.17.c – People impact – a bushfire will cause damage and/or destroy buildings in the Barossa Council area which are not Bushfire (Aus Standard) structurally safe and could cause serious injury and/or loss of life to people.**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Being addressed in 11.b</td>
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</tr>
<tr>
<td>Assurance that council building and development policy and processes address bushfire safety.</td>
<td>TBC Building Fire Safety Committee, comprises of members of the Council Building staff, CFS and MFS. Fire prevention personnel and independent building experts inspect premises to ensure compliance with the requirements of the Building Code of Australia and with the Building Fire Safety Policy.</td>
<td>Priority 3/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td></td>
<td>Being addressed in 11.b</td>
<td></td>
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<tr>
<td></td>
<td><strong>Further Action</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Once assurance is met, council should decide on accepting the residual risk</td>
<td></td>
<td></td>
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</tbody>
</table>
### People impact – a bushfire will cause interruption/damage to essential services resulting in disruption to the whole community and displacement of people for more than 24 hrs.

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Further action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council has implemented Business Continuity Plans.</td>
<td>Listed in previous section.</td>
<td>Priority 3/Category 1 Being addressed in 11.b</td>
<td>Country Fire Services</td>
</tr>
<tr>
<td><strong>Further Action</strong></td>
<td></td>
<td>Once assurance is met, council should decide on accepting the residual risk.</td>
<td></td>
</tr>
</tbody>
</table>

### People impact – a bushfire will cause injury and/or death to outdoor council workers.

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that Adverse Weather Policy addresses council outdoor workers and staff who travel between sites.</td>
<td>Currently being reviewed. Ensure that this is addressed in the review process. CFS recommends actioning your Bushfire emergency Plan on Severe, Extreme and Catastrophic Days.</td>
<td>20.b – increase confidence levels to ‘highest’. 20.c – increase confidence levels to ‘highest’. Priority 4/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td><strong>Further Action</strong></td>
<td></td>
<td>Once assurance is met, council should decide on accepting the residual risk.</td>
<td></td>
</tr>
<tr>
<td>Assurance that the Council’s Remote or Isolated Work Process is updated and reflects this risk assessment.</td>
<td>Does the policy restrict when and where staff work on Severe, Extreme and Catastrophic Fire Danger Rated days? All staff should assess their own personal risk (know your risk) and have a plan. Enact their emergency (bushfire) plans on Severe, Extreme and Catastrophic days. Does the policy consider staff that are required to travel into or through bushfire risk areas as part of their work?</td>
<td>20.b – increase confidence levels to ‘highest’. 20.c – increase confidence levels to ‘highest’. Priority 4/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td><strong>Further Action</strong></td>
<td></td>
<td>Once assurance is met, council should decide on accepting the residual risk.</td>
<td></td>
</tr>
</tbody>
</table>
RF.TBC.21.b & RF.TBC.21.c – People impact – bushfire or heat from bushfire will impact on distilleries causing reaction to alcohol and/or other chemicals resulting in injuries and/or death of employees/residents/visitors.

RF.TBC.89.a – Economy impact - bushfire event will cause damage or destroy to the Barossa Council area’s storage facilities for wineries/distilleries.

RF.TBC.89.b & 89.c – bushfire event may become an ignition source to industries/distilleries in the Barossa Council area and cause a large chemical fire/explosion disaster.

<table>
<thead>
<tr>
<th>Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Further action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance from Zone level assessment.</td>
<td>Ed Westrich from Treasury Wine Estates and Peter Ashby – TARAC industries. Strong controls in place and the confidence level was increased at the Zone level. Zone level assessment states that strong controls are in place. As above, CFS assured us that any new wineries, distilleries etc would need to go through this process.</td>
<td>Assurances are met these statements can have their confidence levels increased. 21.b – confidence ‘highest’. Priority 2. Residual risk. 21.c – confidence ‘highest’. Priority 3. Residual risk. 89.a – confidence ‘highest’. Priority 3. Residual risk. 89.b – confidence ‘highest’. Priority 3. Residual risk. 89.c – confidence ‘highest’. Priority 3. Residual risk.</td>
<td>Country Fire Service</td>
</tr>
</tbody>
</table>

RF.TBC.34.c. – Economy impact – bushfire event will prevent commercial and small businesses from functioning which will in turn cause financial losses to these businesses.

RF.TBC. 35.b & 35.c – Economy impact - bushfire event will cause damage to business premises and/or stock, equipment or essential services, which in turn interrupts business in the accommodation and food services sector and causes business failures and loss of employment in the Barossa Council area.
<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RF.TBC.36.b. 7 36.c – Economy impact – bushfire event will cause loss of stock (cattle, horses, sheep) which will in turn cause financial losses to the business.</th>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>
| Further Action | Liaise through ZEMC to progress this strategy. Are there specific barriers to businesses not implementing BCPs and Emergency Plans? | Monitor and Review | Cleaning up after a bushfire event will cause loss of stock (cattle, horses, sheep) which will in turn cause financial losses to the business.
<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th>Assurance through Regional Development Australia (Barossa) that local businesses have developed Business Continuity Plans and Emergency Plans developed.</th>
<th>Priority 5/Category 3</th>
<th>Country Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>As above – RF.TBC.34.c – with a focus on agricultural sector and animal management.</td>
<td>Further Action Once assurance is met, Monitor and Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| RF.TBC.38.b &amp; 38.c – Economy impact – bushfire event will cause loss of stock (cattle, horses, sheep) which will in turn cause financial losses to the business. |</p>
<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that council Business Continuity Plans implemented which addresses how it will operate if its offices, depots and other infrastructure are destroyed.</td>
<td>As above – RF.TBC.34.c – with a focus on agricultural sector and animal management.</td>
<td>Priority 5/Category 3</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td>Further Action Once assurances are met, Monitor and Review</td>
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</tbody>
</table>

| Increase animal owners’ awareness of | Update council website information with PIRSA page Animals in Emergencies. Also addressed in Flood actions. | Priority 5/Category 3 | Country Fire Service |
| Further Action |
emergency prevention and preparedness and responsibilities.  

Zita Fewster is the PIRSA Project Officer working on this project. Liaise with her for further support and/or advice if needed.

Zita Fewster | Animals in Emergencies Senior Project Officer  
Biosecurity SA | Primary Industries and Regions SA – PIRSA  
P: (08) 8207 7906 | M: 0427 976 904 | W: www.pir.sa.gov.au

Part time working hours: Mon-Tues 9 am–4.30 pm; Wed-Thur 9.30 am–2.30 pm

<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
</table>
| Further research through Regional Development Australia to assure that all businesses are Bushfire Ready (Barossa). | Refer to – RF.TBC.34.c  
The scope of this economic impact across local businesses goes beyond the jurisdiction of the council’s roles and responsibilities. However, this evidence should be utilized to support necessary risk management, business continuity planning and other related projects taken up by businesses. The Facilitation of an ongoing partnership with the RDA to specifically progress this strategy is required. | Priority 3/Category 1 | Country Fire Service |
| Further research and discussions | http://www.barossa.com/home | Priority 3/Category 1 | Country Fire Service |

Once assurances are met, Monitor and Review

RF.TBC.43.b & 43.c – Economy impact – bushfire event will cause damage to the branding of the Barossa Council area, detacting visitors and causing decreased earnings across the region.
RF.TBC.44.b & 44.c. – Economy impact – bushfire event will impact on the primary industry production thereby impacting on the revenue of the Barossa Council area.
RF.TBC.48.b & 48.c. – Economy impact – bushfire event will burn/damage crops (wheat, barley, lupin etc.) in the Barossa Council area and cause financial loss.
RF.TBC.49.b & 49.c – Economy impact – bushfire event will cause damage to buildings/contents and will cause financial lossess (especially to those without adequate insurance).
RF.TBC.50.b & 50.c – Economy impact – bushfire event will cause damage to buildings/contents, recovery from which will be delayed from the process of finalising insurance claims which will in turn will cause further financial losses to small businesses.
RF.TBC.53.b & 50.c – Economy impact – bushfire event will impact the tourism industry in the Barossa Council area causing financial losses.
with Barossa Grape and Wine Association, Barossa Food, Tourism Barossa and Barossa Trust Mark.

Further Action
Once assurances are met, council to determine if residual risk is accepted.

### RF.TBC.54.c – Economy impact – bushfire event will damage long standing (old and irreplaceable) vineyards.

<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that the Barossa viticulture industry has sought technical advice and implemented necessary risk mitigation strategies to decrease fire and smoke damage to vineyards.</td>
<td>The scope of this economic impact across the local viticulture industry goes beyond the jurisdiction of the council’s roles and responsibilities. However, this evidence should be utilised to support necessary risk management, business continuity planning and other related projects taken up by local vineyards.</td>
<td>Priority 3/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further Action</td>
<td></td>
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<td></td>
<td></td>
<td>Once assurances are met, council to determine if residual risk is accepted.</td>
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</table>

### RF.TBC.90.b & 90.c – Economy impact – bushfire event will cause damage to agricultural infrastructure (e.g. machinery, fences and sheds for poultry and farms).

<table>
<thead>
<tr>
<th>ZEMC Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance from CFS on bushfire safe farming practices.</td>
<td>Discussion with Brenton Hastie, CFS Hazard Leader.</td>
<td>Priority 3/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further Action</td>
<td></td>
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<td></td>
<td></td>
<td>Once assurances are met, council to determine if residual risk is accepted.</td>
<td></td>
</tr>
<tr>
<td>Assurance that properties operating harvesting equipment have a well-maintained and fully operational farm fire-fighting unit.</td>
<td>Meeting with Brenton Hastie, CFS</td>
<td>Priority 3/Category 1</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>However, this is only governed by a code of practice and not regulated.</td>
<td></td>
<td>Once assurances are met, council to determine if residual risk is accepted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advocate for changes to ‘Grain Harvesting Code of practice’ to be regulated.</th>
<th>Meeting with Brenton Hastie, CFS</th>
<th>Priority 3/Category 1</th>
<th>Country Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>This continues to be a problem and contributes to a significant number of fires in agricultural areas.</td>
<td></td>
<td>Further Action</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once assurances are met, council to determine if residual risk is accepted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assurance of legislative requirements for harvesting - Complaince with Regulation 37 Fire and Emergency Services Act 2005 etc.</th>
<th>Meeting with Brenton Hastie, CFS</th>
<th>Priority 3/Category 1</th>
<th>Country Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Further Action</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Once assurances are met, council to determine if residual risk is accepted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assurance that all farming businesses have adequate insurance to cover equipment, fencing etc.</th>
<th></th>
<th>Priority 3/Category 1</th>
<th>Country Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope of this economic impact across the agricultural sector in the Barossa Council area goes beyond the jurisdiction of the council’s roles and responsibilities.</td>
<td></td>
<td>Further Action</td>
<td></td>
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</tbody>
</table>

**RF.TBC.28.c** – Environment impact – bushfire event will result in death/illness to wildlife, stock and domestic animals causing environmental damage (due to decay of carcasses etc).
<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance that Environmental Protection Agency Recovery have strategies in place to support with deceased livestock.</td>
<td>Environmental Protection Agency Recovery is listed as a ‘low’ control.</td>
<td>Priority 5/Category 3</td>
<td>Country Fire Service</td>
</tr>
<tr>
<td>Increase community education relating to animal management from an emergency management perspective.</td>
<td>Liaise with PIRSA to further this strategy.</td>
<td>Priority 5/Category 3</td>
<td>Country Fire Service</td>
</tr>
</tbody>
</table>

**RF.TBC.31.b – Environment impact – bushfire event will damage vegetation leading to erosion of the soil causing degradation and having an impact on the ecosystem.**

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Detail</th>
<th>Revised Priority and Category</th>
<th>Hazard Leader</th>
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</table>
### Further Investigation

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Revised Priority and Category</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further investigation through National Resource Management Board (Mount Lofty and Mount Lofty Ranges).</td>
<td>Priority 4/Category 1</td>
<td><strong>Further Action</strong>&lt;br&gt;Once assurances are met, council to determine if residual risk is accepted.</td>
</tr>
</tbody>
</table>

**Country Fire Service**

**Natural Resources Adelaide Mount Lofty Ranges** provides support and advice to property owners impacted by fire to ensure the recovery of natural resources and the ongoing sustainable management of properties.  

**Priority 4/Category 1**

### RF.TBC.100.a & 100.b – Environment Impact – Bushfire in the Barossa Council area will impact conservation areas resulting in damage to native plant species (Kaiserstuhl, Altona CSR Landcare Reserve, Long Gully, Sandy Creek, Enchanted Forest, Heysen Walking Trail).  
**RF.TBC.101.a & 101.b – Environment Impact – Bushfire in the Barossa Council area will impact conservation areas resulting in deaths to wildlife species (Kaiserstuhl, Altona CSR Landcare Reserve, Long Gully, Sandy Creek, Enchanted Forest, Heysen Walking Trail).**

### Council Action | Detail | Revised Priority and Category | Further action |
|----------------|--------|-------------------------------|----------------|
| Further investigation through National Resource Management Board (Mount Lofty and Mount Lofty Ranges). | Natural Resources Adelaide Mount Lofty Ranges provides support and advice to property owners impacted by fire to ensure the recovery of natural resources and the ongoing sustainable management of properties.  
http://www.naturalresources.sa.gov.au/adelaidemtloftyranges/land/fire-management/pinery-fire-recovery | Priority 3. | **Further Action**<br>Once assurances are met, council to determine if residual risk is accepted. |

**Country Fire Service**

**Assurance that bushfire management controls are in place.**

<table>
<thead>
<tr>
<th>Council Action</th>
<th>Revised Priority and Category</th>
<th>Further action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt Lofty Ranges Bushfire Management Area Plan Risk and Treatment List. Altona Conservation Park: Firebreaks and Fire access tracks, Policy, Standards and Codes of Practice.</td>
<td>Priority 3.</td>
<td><strong>Further Action</strong>&lt;br&gt;Once assurances are met, council to determine if residual risk is accepted.</td>
</tr>
</tbody>
</table>

**Country Fire Service**
The Barossa Council
Community Resilience & Emergency Management Plan
March 2018
Introduction

Across Australia there are a range of natural disaster incidents such as bushfires, storms, heatwaves and floods that cause devastating losses. They can all have significant impacts on communities, the economy, infrastructure and the environment.

Local government areas are at risk of a number of natural disasters. This document describes the priority risks that have been identified to the community, economy, infrastructure and environment in the Adelaide Plains Council area.

The identification of and analysis of a number of risks has been completed for the Barossa Council. This has been completed using a robust system that is endorsed and utilised nationally and is known as the National Emergency Risk Assessment Guidelines. This same system has been used to conduct a thorough and highly detailed risk assessment across the Barossa Zone, which includes the Adelaide Plains Council, The Barossa Council, Light Regional Council and the Town of Gawler.

The purpose of doing this locally was to identify the risks relevant to the area and highlight where, as a community, we can all work together to make our local government area safe and more resilient in times of emergencies. This document provides residents with advice and information to prepare for, prevent, respond to and recovery from the key risks that our community faces.

The Barossa Council Region

The Barossa Council is approximately 80kms from the Adelaide CBD. The latest Census data shows that there are now 23,558 people residing in the Barossa Council region. The area is predominantly rural with substantial rural-residential and township areas. The Council area encompasses a total land area of over 900 square kilometres. The major towns include Angaston, Lyndoch, Mount Pleasant, Nuriootpa, Tanunda and Williamstown. There are many smaller settlements of Moculta, Lights Pass, Rosedale, Eden Valley, Springton, Bethany, Penrice, Sandy Creek, Roland Flat and Stockwell. Rural land is used mainly for sheep and cattle grazing, crop and fruit growing and viticulture. Tourism is also an important industry, with Barossa being one of Australia’s renowned wine regions with some of the world famous wineries located here, including Jacob’s Creek, Penfolds, Wolf Blass and Yalumba.

Whilst not an exhaustive list the major landscape parks of the Council area include Kaiserstuhl Conservation Park, Sandy Creek Conservation Park, Barossa Reservoir, South Para Reservoir, Warren Reservoir, Parra Wirra Recreation Park and the Barossa Bush Gardens. Numerous trails and bushwalk areas including the Heysen and Lavender trails, extensive open spaces include parks, gardens and sporting and community facilities. Significant infrastructure of the Council area includes extensive wine, food, tourism and agricultural assets and businesses, over 900km of road infrastructure, flood and stormwater infrastructure, TAFE SA (Barossa Nuriootpa Campus), Angaston Hospital, Mount Pleasant District Hospital, Tanunda War Memorial Hospital, The Barossa Museum, Barossa Regional Gallery, Barossa Aquatic & Fitness Centre, State Government facilities, SA Water and SAPN depot, aged care and retirement facilities and extensive retail precincts. Large essential service assets include mains water throughout the townships, reticulated irrigation systems of Barossa Infrastructure Limited, mains gas supply, community wastewater management systems or SA water sewer systems, power supply network and mobile and fixed telecommunications and NBN services.

1 2016 Census Quick Stats (Barossa DC).
A shared responsibility

Councils support the emergency management arrangements in South Australia and have a particularly important role to play in mitigating risk, supporting emergency service agencies in response to an emergency and supporting the community during recovery. Local government also has a role to educate communities about emergencies and providing local knowledge to support responses to emergencies.

Effective emergency management involves community members playing their part in each stage of the process when it comes to preventing, preparing for, responding to and recovering from emergencies. This can be done by individuals understanding their exposure to risk by accessing information resources available through government, non-government agencies and community organisations in terms of planning and preparation for protecting life and property. It involves becoming aware of the potential threats in localities and environments and is increased by familiarising with local community emergency management arrangements.

Emergency Prevention, Preparedness, Response and Recovery

In the Emergency Management Act 2004, Prevention, Preparedness, Response and Recovery are defined as:

Prevention
In relation to an emergency, means measures taken to eliminate or reduce the incidence or severity of the emergency.

Preparedness
In relation to an emergency, preparedness means arrangements made to ensure that, should an emergency occur, the resources and services needed to cope with the effect of the emergency can be mobilised and deployed efficiently.

Response
Any measures taken in anticipation of, during or immediately after an emergency to ensure that the effect of the emergency is minimised and that affected individuals are given immediate relief and support.

Recovery
The conduct of any measures (such as human, economic and environmental measures) taken during or after an emergency, being measures necessary to assist the re-establishment of the normal (or new normal) pattern of life of individuals, families and communities affected by the emergency.

Local risk information

The Barossa Council has completed a risk assessment using the National Emergency Risk Assessment Guidelines. The key hazards identified as being priority risks for The Barossa Council area are: Extreme Weather (Heat and Storm), Flood and Rural Fire.

A number of risk statements were evaluated at a local level to determine where improvements or other activities could help to increase our community resilience. While these risks have been evaluated broadly across the entire community, your own individual risks may vary.
This will depend on many factors:

- where you live
- the type and size of your property
- if you’re a business owner
- living circumstances (live alone or with others)
- where you drive to regularly
- where you work
- where your children go to school
- you have a disability or other mobility issues
- are you reliant on other people on a daily basis
- whether you have pets and other animals in your care.

These are all important factors that need consideration when assessing your own risks and writing an Emergency Plan.

**Extreme Weather (Heat and Storm)**

Extreme heat events (also known as heatwaves) are three days or more of high maximum and minimum temperatures. Heat events are a risk for anyone who doesn’t take precautions to keep cool, even people who are fit and healthy. People most at risk in these events are the elderly, babies and young children, and people with a medical condition or mental illness. Anyone working or spending time outdoors is also at an increased risk of heat stress.

Extreme storm events can bring heavy rain, strong wind, hail, thunder and lightning. Locally this can also mean that rivers and creeks will flood.

The most significant extreme weather risks for residents in the Barossa Council area are:

- Heat stress that causes illnesses or fatalities to residents.
- Heat or Storm damage to crops, grapes and livestock.

Extreme heat events also increase the risk of a fire starting.

For information about being prepared and what to do before and during extreme weather events go to these websites.

- Red Cross - To register yourself or someone you look after, phone the Red Cross on 1800 188 071 or 8100 4510
Flood

Flood is the most costly natural disaster in South Australia. The Barossa Council region is vulnerable to riverine flooding from the Light, North and South Para Rivers as well as flash flooding during extreme storm events.

The priority flood risk identified for the Barossa Council area is:

- Damage to business premises, equipment and stock and service interruption.

There will also be other risks created during and after a flood that everyone in the community should be aware of.

- Injuries and fatalities to people caused through driving, walking, swimming or playing in floodwater.
- Increased risk of injuries and fatalities to vulnerable people in the community (the elderly, children, people with disabilities)
- Injuries and fatalities to tourists and visitors who are unaware of the flood risk in the local area.

Staying safe during and after a flood event

Safety on the road and outdoors

The biggest risk to human life during and after a flood event is drowning. The major risks associated with flooding is driving, riding, walking through, swimming or playing in flood waters. Flood waters can have strong under currents and are extremely unpredictable. There is no way to know what is under the surface of the water. It’s important to remember that local areas you know well, and roads that you use often, could be damaged or washed away below the flood water.

Be prepared at home

- Know what your flood risks are.
- Write an emergency household plan that states what you will do in the event of a flood.
- Ensure that your property is flood safe (move chemicals, hazardous and valuable items up to a higher level)
- Know your neighbours and check on the elderly and those most-at risk.
- Stay aware of your environment and listen to regular weather updates.
- Only return home when you have checked that it is safe to do so.

Flood Awareness Maps are available here: https://www.environment.sa.gov.au/topics/water/hazard-management

For more information on what you need to do to minimise the impact to you, your family and your property visit:

Rural Fire

The Barossa Council Area is part of the Mount Lofty Ranges Fire Ban District. If you live in the Barossa Council area you are at risk of rural fire. If you live in a Bushfire Safer Precinct the risk is minimised; however, everyone should be prepared emotionally and have their properties physically prepared to withstand a bushfire. Fire Danger Season generally begins on the 1 December and ends on the 30 April the following year.

The priority rural fire impacts for the Barossa Council area are:

- Increased health impacts to vulnerable people in the community (the elderly, babies and children, people with disabilities and mental illness.
- Injuries and fatalities of residents who evacuate at the last minute when it is unsafe.
- Injuries and fatalities of residents who stay back to care for their pets/animals.
- Injuries and fatalities of residents associated with driving when there is low visibility due to smoke from the fire.
- Injuries and fatalities of residents due to building and property damage.
- Disruption to the general community due to the interruption of essential services and utilities.
- Injuries and fatalities to farmers and other outdoor workers.
- Financial losses to small businesses and the primary industries of the area.
- Building and contents damage and financial loss.
- Increased demand on emergency services.
- Property damage and loss of lives that create community distress and anxiety.

Prevention and preparedness

Simple things you can do to be prepared:

**Have a Bushfire Survival Plan**
Talk to your family about what you will all do and where you will go on Severe, Extreme and Catastrophic Fire Danger days, or if a fire starts and threatens you and your property. Being prepared and having a plan significantly increases your chance of survival.

5 Minute Bushfire Plan is available through the CFS website: [https://www.cfs.sa.gov.au/site/prepare_for_a_fire/5_minute_bushfire_plan.jsp](https://www.cfs.sa.gov.au/site/prepare_for_a_fire/5_minute_bushfire_plan.jsp)

You will need to be physically and emotionally prepared.

**Know your neighbours**
Resilient communities who know one another will cope better in a disaster. Start a conversation with your family and neighbours, so if there is a bushfire you can better help each other and recover faster. Go to the Red Cross page ‘Knowing your neighbours could save your life - [https://www.redcross.org.au/news-and-media/news/knowing-your-neighbours-could-save-your-life](https://www.redcross.org.au/news-and-media/news/knowing-your-neighbours-could-save-your-life)
Know where your local Bushfire Safer Places are.
The Barossa Council area has five Bushfire Safer Places. A Bushfire Safer Place is a place of relative safety. It may be used as a place for people to stay in or as a place of first resort for those who have decided they will leave high risk locations early on a high fire risk day.

A Bushfire Safer Place is relatively safe from bushfire because:

- It is in an area of low levels of bushfire fuel
- It is far enough from continuous bushland or forest to reduce the risk of sparks and embers
- The bushfire will be interrupted by
  - established gardens and lawns
  - road networks and other low fuel areas
- There is likely to be access to emergency, health and other community services.
Know where the Last Resort Refuges are.
The Barossa Council area has three Last Resort Refuges. A Last Resort Refuge is your LAST choice of location to shelter from a bushfire. This is where you go if your Bushfire plan has failed. It is an area that provides a minimum level of protection from the immediate life threatening effects of radiant heat and direct flame contact in a bushfire.
Fire Danger Ratings

The Country Fire Service issues the Fire Danger Rating for each Fire Ban District after 4pm each day. It is a good idea to check these each night to determine what you will do the following day.

https://www.cfs.sa.gov.au/site/bans_and_ratings/more_about_fire_danger_ratings.jsp

Severe, Extreme and Catastrophic warnings should be your trigger to action your Bushfire Survival Plan.

Leave Early or Stay and Defend

Your Bushfire Survival Plan must include whether you will ‘leave early’ or stay and defend. Either way you still need to have a plan of what you will do. The Country Fire Service advises that leaving early is always the safest often.


Bushfire Information Hotline 1300 362 361

Stay tuned to your local ABC radio station (ABC Radio 891 AM, ABC Classic FM 103.9FM, ABC Digital Radio 206.352MHz)

Emergency kits

An emergency kit should contain the basic necessities that you and your family will need during any emergency event to sustain you for up to 72 hours. Your emergency kit should relate to the priority risk in your area; extreme weather, flood and rural fire. During disasters there could be long periods where your community will be without electricity, gas, water and mobile phone service. In some cases ATMs may not work, businesses will not be able to operate and petrol stations may shutdown as a preventative safety measure. Having some basic items can help to make that time a little easier to manage.

Main items to have in your emergency kit:

- At least 3 litres of sealed drinking water per person, per day.
- Non-perishable food items (ready to eat tinned, dried and long-life, snacks)
- Battery-powered, solar or wind-up radio and torch
- First-aid kit
- Cash
- Important documents – passport
- Medications
An extensive list is here

It is important to know that during any disaster, emergency services may not be to reach you immediately. This is why we all have a shared responsibility in being aware of our own risks, planning what we will do in such events, and supporting others who are more at risk.
Emergency numbers and websites

All emergencies dial 000 or Teletype 106

Listen to your local ABC radio station to stay informed (ABC Radio 891 AM, ABC Classic FM 103.9FM, ABC Digital Radio 206.352MHz)

**Extreme Heat**

**Extreme Storm and Flood**
Bureau of Meteorology - Extreme Weather & Flood Warning [1300 659 215]
State Emergency Services - 24 hr Emergency [132 500]
SA Police (non-urgent) [131 444]


**Bushfire**
Country Fire Service - Bushfire Information Hotline [1300 362 361]

*Hearing or speech impaired?*
Contact the CFS via the National Relay Service (NRS) by calling (TTY 133 677) or through other contact options available [www.relayservice.gov.au](http://www.relayservice.gov.au)

CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)
Facebook @Countryfireservice
Twitter @CFSalerts

**Electricity**
SA Power – network faults and emergencies, including loss of supply [13 13 66]

**Gas**
Australian Gas networks – gas leaks [1800 427 532 or 000]

**Water**
SA Water – burst water mains [1300 650 950]
7.3.1 DEBATE AGENDA

7.3.1.1 CONSIDERATION AND ADOPTION OF AUDIT COMMITTEE RESOLUTIONS
B7322

PURPOSE
The Minutes of the Audit Committee meeting held 22 May 2018 are presented for the consideration and adoption of Council.

RECOMMENDATION
That Council, having reviewed the Minutes of the Audit Committee meeting held 22 May 2018, adopt the Resolutions contained therein.

REPORT
The consideration and adoption of recommendations of Council committees requires assessment by Council to ensure compliance with Council obligations under section 6(a) of the Local Government Act.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment: Minutes of the Audit Committee meeting held 22 May 2018

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Corporate Plan
How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
The consideration and adoption of recommendations of Council committees is a risk management tool.

COMMUNITY CONSULTATION
Not required under legislation or Council’s Public Consultation Policy.
MINUTES OF THE MEETING OF THE AUDIT COMMITTEE
OF THE BAROSSA COUNCIL
held on Tuesday 22 May 2018, commencing at 9.32am in the
Committee Room, 43-51 Tanunda Road, Nuriootpa

1. **WELCOME**
The Chair, Mr Peter Brass, declared the meeting open at 9.32am.

2. **MEMBERS PRESENT**
Mr Peter Brass, Ms Tanya Johnston, Mr Ian Swan, Cr John Angas

*Invited Staff Members*
Mr Martin McCarthy, Chief Executive Officer
Ms Rebecca Tappert, Acting Director Corporate and Community Services
Mr Mark Lague, Manager Financial Services
Ms Nicole Rudd, Internal Control Compliance Officer
Mr Derek Jones, Risk Advisor
Ms Annette Randall, Executive Assistant (Minute Secretary)
Ms Callie Cockshell (Administrative Assistant)

*In Attendance*
Mr David Papa and Mr Matthew Brunato from Bentley’s SA Pty Ltd
(External Auditor)

3. **APOLOGIES**
Cr Scotty Milne

4. **CONFLICT OF INTEREST DECLARATIONS**
Nil

5. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

MOVED Mr Swan that the Minutes of the Audit Committee Meeting held 28 February 2018 be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Angas

CARRIED 2017-18/33

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**
Nil

7. **CONSSENSUS AGENDA**

7.1 **ITEMS FOR EXCLUSION FROM THE CONSSENSUS AGENDA**
7.2.2 Bentley’s – External Audit Plan 2017/18
7.3.1 Bentley’s – Draft External Interim Audit Management Report – April 2018 – and Council’s Response
8. **ADOPTION OF CONSENSUS AGENDA**

8.1 **RECEIPT OF CONSENSUS AGENDA**

**MOVED** Cr Angas that the Consensus Agenda reports, with the exception of 7.2.2 and 7.3.1, be received and any recommendations contained therein be adopted.

**Seconded** Ms Johnston

CARRIED 2017-18/34

8.2 **DEBATE OF ITEMS EXCLUDED FROM THE CONSENSUS AGENDA**

7.2.2 **BENTLEYS EXTERNAL AUDIT PLAN 2017/18**

Mr Papa discussed each item of Bentley's Annual Audit Plan.

**MOVED** Ms Johnston that report 7.2.2 Bentley's External Audit Plan 2017/18, be received and noted.

**Seconded** Mr Swan

CARRIED 2017-18/35

At the 28 February 2018 Audit Committee meeting, Mr Brass requested that officers source an external audit plan from Bentley's. A copy was provided with the Agenda.

7.3.1 **DRAFT REPORT ON AUDIT FINDINGS**

Mr Papa discussed each item of Bentley's draft report and answered questions from the Members. There were 4 "Not Material" matters identified; however, no foreseeable concerns. Mr McCarthy and Mr Lague provided additional comments in relation to Council's processes. Mr Brass requested that an action document be created to record each matter the responsible person and date for completion and that the actions be reported to Council and the Audit Committee.

**MOVED** Cr Angas that report 7.3.1 Bentley's - Draft External Interim Audit Management Report - April 2018 - and Council's Response, be received and noted.

**Seconded** Ms Johnston

CARRIED 2017-18/36

From Bentley's, a Draft Report on Audit Findings, following their interim testing in April. A copy was attached together with Council's response.

**ACTION:** Manager Financial Services to prepare an action plan to record each matter identified in Bentley's draft report on Audit Findings, including the responsible person and date for completion, and that actions taken be reported to Council and the Audit Committee.

Mr Papa and Mr Brunato left the meeting at 10.12am.

9.1 **DEBATE AGENDA**

9.1.1 **INTERNAL FINANCIAL CONTROL REPORT**

**B7455**

Ms Rudd spoke to the report and answered questions from the Members.

**MOVED** Cr Angas that the report from the Coordinator Internal Control on the status of Internal Financial Control work, be received and noted.

**Seconded** Mr Swan

CARRIED 2017-18/37

**PURPOSE**

To provide an update on the status of Internal Financial Control work.
Not Confirmed

REPORT

Attached is a copy of the Internal Financial Control Report for January to March 2018.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

How We Work – Good Governance

Corporate Plan

How We Work – Good Governance

6.2 Ensure that Council’s policies and process frameworks are based on principles of sound governance and meet legislative requirements.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Local Government Act 1999 – Section 125, 126, 129 (1) (b)
Local Government (Financial Management) Regulations 2011, 14(e)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

The regular monitoring and review of Council’s financial internal controls and risk assessments will significantly facilitate the on-going safeguarding of Council assets. The control and review of risks is a core officer function and responsibility.

COMMUNITY CONSULTATION

Not required under legislation or Council’s Public Consultation Policy.

9.1.2

DRAFT ANNUAL BUDGET AND BUSINESS PLAN 2018/19 INCORPORATING THE LONG TERM FINANCIAL PLAN 2018/19 – 2027/28 – FOR CONSULTATION

B7455

Mr Lague spoke to the report and the draft Annual Budget and Business Plan 2018/19 incorporating the Long Term Financial Plan 2018/19 to 2027/28.

MOVED Mr Swan that the report on the draft Annual Budget and Business Plan 2018/19, incorporating the annual review of the Long Term Financial Plan 2018/19 to 2027/28 for consultation, be received and noted.

Seconded Ms Johnston

CARRIED 2017-18/38

PURPOSE

Council, at a Special Meeting held 15 May 2018, endorsed the draft Annual Budget and Business Plan 2018/19 incorporating the Long Term Financial Plan 2018/19 to 2027/28 for public consultation.

A copy of the document is provided in Attachment 1; also a copy of the Minutes of the Special Council Meeting in Attachment 2.

REPORT

Discussion

The Annual Budget and Business Plan (AB&BP) 2018/19 incorporates the Long Term Financial Plan (LTTP) 2018/19 to 2027/28 in the one document but is divided under separate sections.

The financial information contained in this document has been prepared in accordance with Council’s Budget and Business Plan and Review Policy and associated processes.
Not Confirmed

The formulation of the draft budget incorporates the work of numerous Council officers and teams (following an adopted timeline) which includes:

- budget preparation and input by budget managers
- checking and refining of data input, preparation of general budgets including utilities, depreciation, employee costs etc by the Finance officers
- review and approval by the Corporate Management Team

This work results in the Finance staff collating, checking, reconciling, and finally preparing a draft budget and long term plan for Council consideration.

The input from Council is gained by holding workshops where discussions (not decisions) are held on various parts of the budget preparation and process which provides a direction for officers in the preparations of the draft budget.

The Big Project (TBP) has been included in these processes to check and ensure Council was considering its financial sustainability for this significant program of work. The capital expenditure, income and financing relating to TBP allocated over the years 2018/19 to 2021/22 (not including relevant operating costs which have been estimated and inserted in the appropriate years in the LTFP) is as follows:

<table>
<thead>
<tr>
<th></th>
<th>SM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditure</td>
<td>33.9</td>
</tr>
<tr>
<td>Capital Income - Grants &amp; Other Contributions</td>
<td>(19.1)</td>
</tr>
<tr>
<td>Loan Financing</td>
<td>(13.0)</td>
</tr>
<tr>
<td>Balance from cash reserves*</td>
<td>1.8</td>
</tr>
</tbody>
</table>

*Meeting the requirements of the Treasury Policy, loan financing is obtained to provide necessary funds to ensure Council’s financial position is maintained. At the Council meeting 15 May 2018, Council approved a Debenture Loan for additional construction costs for the completion of the State Local Government Infrastructure Partnership 2017 (SLGIP) projects for $1.75m.

The adoption of the Budget is due to be held in the last week in June (date to be confirmed).

<table>
<thead>
<tr>
<th>ATACHMENTS OR OTHER SUPPORTING REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 2: Minutes of Special Council Meeting held 15 May 2018</td>
</tr>
</tbody>
</table>

**Policy**

Budget & Business Plan and Review Policy

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Corporate Plan**

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.
Not Confirmed
Legislative Requirements
Local Government Act
Local Government (Financial Management) Regulations 2011 - Reg 9(1)(b)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The adoption of the Budget is required between 1 June and 31 August. To meet this timeline, the adoption of the draft public consultation document preferably should start in May.

Any potential effect to rate revenue for the proposed State Government "Rate Capping" has not been included in the forward years of this LTTP. It is unknown as to the requirements or changes to rating legislation and what, if any, indexation ceiling will apply.

The indexation applied to General rates in this LTTP has been held at previous year LTTP increments at 2.5% pa plus growth of 1%. The SA Local Government Price Index is 2.9% as at December 2017 and the general consumer price index is 2.3% as at March 2018.

Financial performance is managed using suitable financial indicators and targets. Council's adopted Targets are:
- KPI - No. 1 Achieve an operating breakeven position, or better, over any five year period
- KPI - No. 2 Achieve an operating surplus ratio of between (2%) to 10% over a rolling three year period
- KPI - No. 4 Net financial liabilities (NFL) ratio is greater than zero but less than 100% of total operating revenue
- KPI - No. 6 Capital outlays on renewing/ replacing assets net of proceeds from sale of replaced assets is greater than 80% but less than 110% of Infrastructure Asset Management Plans over a rolling three year period.

Financial Indicators report for the draft LTTP expected results are:
- KPI No. 1 - The cumulative years 2018/19 to 2022/23 is a surplus position at year five of $1,621k.
- KPI No. 2 - Operating surplus ratios, Council's expected forecast results are well within the target range, and vary from a deficit (0.2%) to 2.9%
- KPI No. 4 - Council's NFL is within the target ranges starting at 38% in 2017/18 peaking at 49.8% in 2021/22 and at 27% by 2027/28
- KPI No. 6 - the KPI target is being met over the ten year period the average being 82%.

KPI No. 6 - Analysis:
In three individual years in this review, this ratio is below the minimum rate at 68% to 74%. A selection of ITP builds will upgrade and replace a considerable amount of existing assets. These works will need to be identified and then re-assigned as appropriate, to renewal works which will improve this ratio's outcome. Currently they are all listed as upgrade/new assets.

Planned expenditure from the Infrastructure and Asset Management Plan(s) for the major asset classes has been used, along with updated data for remaining life on selected asset(s) replacements. This has resulted in a more accurate measure for Council's KPI on asset sustainability. This KPI is assessed to ensure Council provides for replacement/renewal of existing assets as they wear out or are consumed.

COMMUNITY CONSULTATION
The public consultation period will commence from 23 May 2018 and closes on 13 June 2018 at 5pm. Verbal submissions will be considered at a Special Council meeting on 6 June 2018, held at 5.00pm, providing one hour for members of the public to ask questions and make submissions in relation to the AB&B and annual review of the LTTP. Public submissions will be considered by Council after the consultation period has ended, at the June Council meeting.

The LTTP is incorporated with the AB&B to ensure the two Plans align. This enables the community to be involved in the short and long term planning of Council's Budget.
Not Confirmed

9.1.3 QUARTER 3 – 2017/18 PERFORMANCE AND ACTIVITY REPORT
B7455
Mr McCarthy spoke to the report.

MOVED Mr Swan that the Quarter 3 – 2017/18 Performance and Activity Report be received and noted.
Seconded Cr Angas

CARRIED 2017-18/39

PURPOSE

REPORT

Background
Since November 2016, Council and the Audit Committee have been presented with Quarterly Performance Reports on measures adopted within the Corporate Plan.

Introduction
The Barossa Council Quarter 3 – 2017/18 Performance and Activity Report (attached) provides performance results against Corporate Plan measures as at 31 March 2018. The report also includes a suite of activity measures, providing a snapshot of activity undertaken over the quarter in the delivery of key internal and external Council services under each Community Plan Theme.

Discussion
During the third quarter, operational use of Council’s holistic enterprise level strategic planning and reporting software (Magiq) has continued. The solution has allowed better access to a broader range of data and improved the efficiency and effectiveness of data analysis in preparing reports during 2017/18.

With the ongoing implementation of Magiq Software, officers are continuing to refine counting rules and formulas for the extraction and analysis of data, which may result in the revision of previously reported results where the data has been refined or cleansed. Where this is the case, the report will include a disclaimer regarding the nature of any changes implemented and its impact on the data.

Additionally, where justification exists, performance targets may be amended to reflect a more realistic figure. As above, where this is the case, the report will include an explanation of the nature of and justification for any changes implemented and its impact on the data.

Overall, it is anticipated that comparison data reported will become more longitudinal as the reporting system grows and allow the representation of trends over time. It is anticipated that this will facilitate an increase in evidence based strategic policy decision making by Council and the executive team.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

How We Work – Good Governance

Corporate Plan
A6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Current resources are sufficient to provide ongoing quarterly reporting.

COMMUNITY CONSULTATION
Community consultation is not required under the Act or Council’s Public Consultation Policy.

9.1.4
UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS
B7531
Mr McCarthy spoke briefly to the report and introduced Council’s newly appointed Risk Advisor, Mr Derek Jones. Mr Jones, who commenced in April, advised he has been reviewing the current status of Council’s Risk Management function and will provide a report to the next Audit Committee meeting.

MOVED  Cr Angas that the report on the progress of Risk Management Programs and Projects be received and noted.
Seconded  Mr Swan  CARRIED 2017-18/40

PURPOSE
To present a quarterly report on the progress of Risk Management programs and projects.

REPORT
Risk Management
Risk Services has been reviewing multiple action plans and schedules with view to aligning into a single spreadsheet planner. Risk Services’ intent is to relate this document to the 4 year Risk Plan, once finalised.

Risk Management Action Plan for 2018
The 2018 Risk Management Action Plan has been developed and approved by Council’s Corporate Management Team. This 2018 Risk Management Plan has been developed based on the LGA Mutual Liability Scheme Risk Evaluation criteria in preparation for Council’s risk evaluation later this year. It comprises 17 actions with the focus areas being:

- Risk Management
- Roads and Footpaths
- Planning and Development Administration

Strategic Risk Register
The Corporate Management Team (CMT) have participated in a guided session facilitated by Craig Johnson (Risk Consultant), and two further unguided sessions to develop the organisation’s Strategic Risk Register. 80% of the register is now complete, with a third session scheduled for 15 June 2018, where the Register should be finalised.

KPI Action Plan for 2018
The 2018 Key Performance Indicator Action Plan (KPI Action Plan) has been developed and approved by Council’s Corporate Management Team. This 2018 KPI Action Plan comprises 33 actions with the focus areas being:

- Risk Plan – Finalising the overarching 4 year Risk Plan
- Document Review – Structure a review, rationalisation and simplification of Council’s Risk/WHS Management System
- Mining – Completing required work for Springton Quarry as a result of SafeWork SA’s two improvement notices issued in December 2017
- Chemical Management – The only incomplete item from the 2017 KPI Action Plan
- Emergency Management – Further work required to improve this area
Not Confirmed

- Volunteer Management – Further work required to improve this area

Derek Jones has been appointed as Risk Advisor at Council. Derek comes to Council from a high risk industry with a successful history of systems management that drives safety management through a smarter not harder holistic approach.

**Risk Management Quarterly Report**

See Council’s Risk Management Quarterly Report for quarter 1/1/2018 to 31/03/2018 (Attachment 1) that provides details on Risk Management, Work Health Safety and Insurance.

**Emergency Management**

Emergency Evacuation Diagrams are being developed for Curdunna Park and Lyndoch Hall, with a view to expanding to other Council Halls/ Recreation Parks.

Emergency Evacuation Drills are scheduled to occur for the following Council locations in the forthcoming quarter:

- Angaston Library
- Mount Pleasant Library
- Lyndoch Library
- Barossa Regional Gallery

Emergency Warden refresher training was held in May 2018.

**Business Continuity Plan**

Council managers will be meeting with a LGRS representative to complete the draft Services Level/Business Continuity Plan analysis spreadsheet. Once complete, it will be presented to Council’s Corporate Management Team to determine Council’s critical functions.

**Insurance Claims - 1/1/2018 to 31/03/2018**

There are currently 34 active/open/potential claims. This comprises:

- 26 Mutual Liability Scheme Claims (including 11 potential claims)
- 4 Asset Claims
- 3 Motor Vehicle Claims
- 1 Windscreen Claim

Finalised Claims:

6 Mutual Liability Scheme claims were finalised during the quarter, with 4 claims being successful against Council, namely:

- Effluent Management Issue - $24,579.00
- Compensation of Internet/phone services - $1,610.00
- Injury at Nuriootpa War Memorial Swimming Pool - $94.60
- Loss of wages – Vehicle incident - $75.00

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Risk Management Quarterly Report - 18/21758*

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Corporate Plan**

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

**Legislative Requirements**

Local Government Act 1999
Work Health Safety Act 2012
Not Confirmed

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Addressed within the Report.

**COMMUNITY CONSULTATION**
Not required under legislation or Council’s Public Consultation Policy.

**9.1.5 CHANGE PROGRAM**
B7455
Mr McCarthy spoke to the report.

**MOVED** Ms Johnston that the Change / Improvement Program be received and noted.  
**Seconded** Mr Swan  
**CARRIED 2017-18/41**

**PURPOSE**
To table the Change Program with the Audit Committee.

**REPORT**

**Background**
Council and its executive team, over the past 18 or so months, has undertaken a Service Review and from that, various sub-level reviews of the organisation.

**Introduction**
As a result of the service and sub-level review work undertaken, a change program has been established to deliver process, people and technology change.

**Discussion**
The Attachments provide four high level documents that are the basis for the change program:

2. Driving Change through People and Technology flyer
4. Service Review – Sub Level Review – Change Program Summary

The above documents outline the framework and detailed work which is focussed on people and technology and transforming the way we do work to achieve efficiencies, engaged employees, and improved customer services.

A Steering Committee has been established to oversee the work and set the priorities and includes staff and management representation. It has met once and aims to set the program as part of its first four meetings.

Components of the Change Program continue in any case. These components are those that are already underway and approved, such as implementing the Workforce Plan actions, establishing changes to Depot operations, re-designing the web site and directorate structural and associated industrial relations changes.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Attachment 1: Change Management Program – explanation document  
Attachment 2: Driving change through People and Technology flyer  
Attachment 3: Change Management Program – Framework  
Attachment 4: Service Review – Sub Level Review – Change Program Summary

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**
Community Plan

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*Audit Committee - Minutes of meeting held 22 May 2018*

240
Corporate Plan
6.5 Implement compliant and contemporary risk management initiatives.
6.6 Define and deliver on agreed Customer Service Standards for Council service delivery.
6.10 Embed a culture of continuous improvement across Council, with tools, processes and systems being used to achieve business efficiencies and customer service improvements.
6.11 Maximise the use and integration of Information and Communications Technology systems to enhance external and internal customer service outcomes.
6.12 Ensure that our people (workers including employees, volunteers and contractors) have the skills, resources and understanding of organisational processes to do their job.
6.14 Pursue organisational excellence including shared services or other collaboration initiatives to reduce operating costs.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Resources have been applied in the current and 2018/19 draft budget to support the high priority work.

COMMUNITY CONSULTATION
Community consultation is not required under the Act or Council’s Public Consultation Policy.

9.2 POLICIES FOR REVIEW
Mr Brass commented that the updated Budget and Business Plan and Review Policy and Prudential Management Policy were presented in the Consensus Agenda. The Policies were approved by Council on 15 May 2018.

10. OTHER BUSINESS
The Independent Members of the Audit Committee thanked Council for funding their attendance at the SALGFMG "Bulletproof Conference 2018" held in March, which was most beneficial to their role.

11. NEXT MEETING
October 2018 - Date to be advised.

12. CLOSURE OF MEETING
There being no further business, Mr Brass closed the meeting at 11.20am.

Confirmed:

Chairman: ........................................ Date: ..............................
7.3.1 DEBATE AGENDA

7.3.1.2 COMMUNITY ASSISTANCE SCHEME COMMITTEE MEETING MINUTES AND COMMUNITY ASSISTANCE SCHEME GRANT APPLICATIONS OUTSIDE OF GUIDELINES

B3342

PURPOSE
To consider:

- The Minutes of the Community Assistance Scheme Committee meeting held 6 June 2018 for adoption
- Community Assistance Scheme Grant applications which are outside of the Guidelines.

RECOMMENDATION
That Council:

1. having reviewed the Minutes of the Community Assistance Scheme Committee meeting held 6 June 2018, adopt the Resolutions contained therein;
2. approve a Community Grant of $........... to the Nuriootpa Futures Association Inc for the Coulthard House 'The Peoples Place' Stage 1 Downstairs project;
3. approve a Grant of $........ to Amanda Tscharke under “extenuating circumstances” provisions, to support her participation in the South Australian State Para Team at the 2018 Australian Para Table Tennis Championships held in May 2018;
4. note that consideration of the Community Grant application from the South Australian Road Runners Club Inc for $5,000 (excl GST) for the Barossa Marathon Festival 2018, has been deferred, pending clarification of the event budget, requested financial information, quotes being received and subsequent CASC recommendation.

REPORT
Introduction
The Community Assistance Scheme Committee (CASC), at its meeting held 6 June 2018, considered the five Community Grant applications and one Youth Grant application (outside of the Guidelines) received in this final round of funding for 2017/18. Two of the Community Grant applications are requesting funding over the CASC delegation limit of $3,000 (excl GST). The Minutes of the meeting are provided in Attachment 1.

Discussion
The adopted Community Grant and Youth Grant Budget for 2017/18 was $25,500 (excl GST). $6,010 was available in the Budget for the final round of funding for 2017/18. Below is a summary of CASC’s decisions:
Applications for Council decision:

1. Nuriootpa Futures Association Inc (NFA) - Coulthard House ‘The Peoples Place’ Stage 1 Downstairs project

The NFA is seeking a Grant of $6,000 to “clean, paint, prepare downstairs area for use by NFA committee, Nuriootpa High School, community groups”.

The CASC has delegation to approve Community Grants up to $3,000 (excl GST). Clause 2.4 of the Community Assistance Scheme Policy states:

“All other requests for Council funding/assistance that are outside the Community Assistance Scheme scope and Guidelines will be assessed by CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.”

CASC, at its meeting held 6 June 2018, resolved the following:

“MOVED Cr Milne that the Community Assistance Scheme Committee:
1) supports in principle, the Coulthard House ‘The Peoples Place’ Stage 1 Downstairs project;
2) refers the Community Grant Application from Nuriootpa Futures Association Inc, to Council for decision, as the 2017/18 Community Assistance Scheme budget is almost exhausted;
3) recommends that Council approve a Community Grant of $3,000 (excl GST) for the Coulthard House ‘The Peoples Place’ Stage 1 Downstairs project.

Seconded Mayor Sloane  CARRIED”
A copy of the report provided to CASC is contained within the Minutes of the meeting (Attachment 1). A copy of the Community Grant application (excluding supporting documentation) is provided in Attachment 2.

2. Amanda Tscharke – Participation in the South Australian State Para Team at the 2018 Australian Para Table Tennis Championships (Youth Grant application – “extenuating circumstances”)

A request was received from Amanda Tscharke in March 2018, seeking Council support toward her participation in the 2018 Australian Para Table Tennis Championships to be held in Canberra in May 2018. Officers directed her to complete a Youth Grant application, as this was the most relevant process for her request to be considered.

Council, at its meeting held 20 March 2018, resolved the following:

“that Council approve the updated Community Assistance Scheme Policy as presented to the 20 March 2018 Council Meeting with the addition of a clause to escalate extenuating circumstances to the satisfaction of the Chief Executive Officer”.

As reported to Council in Consensus report 4.3.1.1 of the 17 April 2018 Council Meeting, Officers reviewed the Community Assistance Scheme Policy and Guideline documents (Youth and Community) in relation to the “extenuating circumstances” provision. The Policy states:

“2.4 All other requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.”

As there was no material change in the way this process was managed, no changes were made to the wording. However, both Guideline documents were amended to include the following provision in the Eligibility section:

“Any Application for funding that is outside of these Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.”

A copy of the report provided to CASC regarding Ms Tscharke’s application, is contained within the Minutes of the meeting (Attachment 1). A copy of her Grant application and supporting documentation is provided in Attachment 3.

The decision on this funding application will set a precedent for future funding requests from individuals over 25 years of age. Council will need to consider if it will fund such applications that are outside of the current scope and Guidelines to provide direction to officers in the future.

For Members’ information, funding of $200 (excl GST) is provided to successful Youth Grant applicants who are representing their Club/Organisation at a National level.

Comment – Application: South Australian Road Runners Club Inc (SARRC)
SARRC initially wrote to Council in February 2018, requesting $5,000 support for the Barossa Marathon Festival to be held in August 2018. Officers advised they would need to submit a Community Grant application (as is required for all requests for funding or support)
which would be reviewed by CASC in the first instance. A report, with CASC’s recommendation, would then subsequently go to Council for consideration.

A Grant application has been received, but Officers are requesting further information regarding the event budget, financial information and quotes.

CASC resolved the following at its meeting on 6 June 2018:

“MOVED Cr Milne that the Community Assistance Scheme Committee defer consideration of the Community Grant application from the South Australian Road Runners Club Inc for the Barossa Marathon Festival, until the 2018/19 financial year, pending clarification of the event budget, requested financial information and quotes being received.
Seconded Cr Grossman CARRIED”

A copy of the report to CASC is contained within the Minutes of the meeting (Attachment 1).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Minutes of the Community Assistance Scheme Committee meeting held 6 June 2018
Attachment 2: Grant Application – Nuriootpa Futures Association Inc
Attachment 3: Grant Application – Amanda Tscharke

Policy
Community Assistance Scheme Policy
Community Grant Guidelines
Youth Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Community and Culture
- Health and Wellbeing
- Business and Employment
- How We Work – Good Governance

Corporate Plan

1.4 Facilitate innovative and sustainable preservation and use of built heritage.
2.1 Deliver sound community infrastructure and public space planning activities which incorporate place-making principles and take into account the future needs of the community.
2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
3.5 Advocate for efficient use of community resources through shared infrastructure and innovative solutions.
4.6 Support the growth and sustainability of sporting, recreational and community clubs and organisations through provision of shared infrastructure, grants and opportunities to shape future use and development.
5.5 Contribute to tourism industry capacity building through the facilitation of tourism infrastructure development, including eco and recreational tourism.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Nil

<table>
<thead>
<tr>
<th>FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
</tr>
<tr>
<td>The adopted Community Grant and Youth Grant Budget for 2017/18 was $25,500 (excl GST). $6,010 was remaining in the Budget for the current round of funding. CASC, at its meeting held 6 June 2018:</td>
</tr>
<tr>
<td>Approved 1 grant application $2,700</td>
</tr>
<tr>
<td>Deferred 3 grant applications -</td>
</tr>
<tr>
<td>Recommended 2 grant applications to Council $3,200*</td>
</tr>
<tr>
<td>Total $5,900</td>
</tr>
</tbody>
</table>

*Note: NFA are requesting $6,000. Should Council approve a greater amount than recommended by CASC (ie $3,000), additional budget funds for the Community Grant and Youth Grant Budget will need to be authorised.

Officers advise that there are budget funds of $2,900 available in Elected Member Donations (E900-868) and $1,000 in General Administration – Donations (GL 463-868), which could be used to supplement the Community Assistance Scheme Budget.

<table>
<thead>
<tr>
<th>COMMUNITY CONSULTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Consultation is not required under legislation or Council Policy.</td>
</tr>
</tbody>
</table>
MINUTES OF THE MEETING
OF THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE
held in the Committee Room at The Barossa Council, 43-51 Tanunda Road, Nuriootpa on Wednesday 6 June 2018 commencing at 4.00pm

WELCOME
Cr Lange welcomed everyone and declared the meeting open at 4.00pm.

1. PRESENT
Cr Bim Lange, Mayor Bob Sloane, Cr Scotty Milne, Cr Mark Grossman, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer)

2. APOLOGIES
Cr John Angas

MOVED Mayor Sloane that the Apology for non-attendance from Cr John Angas be accepted.
Seconded Cr Milne
CARRIED

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr Milne that the minutes of the meeting held on 7 March 2018 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.
Seconded Mayor Sloane
CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES
Nil

5. CONSSENSUS AGENDA

6.1 ITEMS FOR EXCLUSION FROM THE CONSSENSUS AGENDA
Nil

6.2 RECEIPT OF CONSSENSUS AGENDA

MOVED Cr Milne that the items contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.
Seconded Cr Grossman
CARRIED

7. DEBATE AGENDA

7.1 COMMUNITY ASSISTANCE SCHEME 2017/18 BUDGET
B5743
With leave of the meeting, Cr Lange deferred consideration of this matter until later in the meeting.

7.2.1 COMMUNITY GRANT APPLICATIONS

7.2.1.1 BAROSSA RECONCILIATION GROUP - “RECONCILIATION: BUILDING AND STRENGTHENING RELATIONSHIPS” PROJECT
B3342
With leave of the meeting, Cr Lange deferred consideration of this matter until later in the meeting.
7.2.1.2
**SIT DOWN SHUTUP AND WATCH FILM AND NEW MEDIA FESTIVAL**

Ms Randall tabled late information received from the Sit Down Shutup and Watch (SDSW) group in relation to the budget for the Digital Workshops to be held as part of the SDSW Film and New Media Festival.

**MOVED** Cr Milne that the Community Assistance Scheme Committee:

1. supports in principle, the Sit Down Shutup and Watch Film and New Media Festival to be held at Angaston on 19-20 October 2018;

2. defers the funding decision until the 2018/19 financial year.

**Seconded** Mayor Sloane

**CARRIED**

**PURPOSE**

To consider a Community Grant Application from Sit Down Shutup and Watch (SDSW) group for $3,000 towards the SDSW Film and New Media Festival to be held at Angaston in October 2018.

**REPORT**

**Background**

The SDSW is a group of artists who identify as having learning disabilities. The group formed in 2011, producing the Southern Hemisphere’s first Disability Led Film and New Media Festival in 2014 and again in 2016 at Angaston. Between Festivals, they deliver Film and New Media workshops for all ages, speak at schools, conferences and forums and tour Regional SA screening the “Best of the Fest” to those who can’t get to Angaston. The group (steering committee) comprises 6 members, with 1 residing in the Barossa. Their Community Grant application is auspiced by Tutti Arts Inc.

**Introduction**

Normally a single day festival, in October 2018, the SDSW will present a two-day festival of talks, workshops, activities and screenings. 2018 will be the most comprehensive festival program yet and SDSW state “its existence is essential to the growth of the South Australia Disability Film Sector”.

**Discussion**

The Community Grant Application has been reviewed by Officers and comments are provided in the Application Summary Sheet ([Attachment 1](#)). A copy of the Application and supporting documentation, is provided in [Attachment 2](#).

The Group has estimated total project expenditure of $134,430. SDSW state they have few funding avenues open to them; however have secured funding from the Thyne Reid Foundation and have submitted applications to Richard Llewellyn Deaf & Disability Arts, South Australian Tourism Commission and Grants SA, and are in the process of setting up a Crowd Funding campaign through the Australian Cultural Fund. Arts South Australia does not fund Film and the Adelaide City Council will not fund the SDSW Festival because it is held at Angaston.

The group has suggested that the 2018 Festival will easily attract an audience of over 800. The Manager Community and Culture has confirmed that the majority of attendees would come from within the Barossa region.

Excerpts from the Application:

“Festivals celebrate achievement and increase the self-confidence of those involved. Sharing these achievements in a public forum encourages understanding and breeds familiarity between strangers. It is this combination of insight and inclusion that will most benefit the health and strength of the Barossa community”.

“SDSW encourages active community engagement and our cross generational approach encourages friendships and recognition across communities. Films made by students from the Special Unit at Nuriootpa High School will take pride of place in Cinema 2 and their work will be
projected onto the outside of the building, the Barossa Film Club who will also be submitting films comprises filmmakers from 17 to 65. The Festival has no age limit."

"The SDSW Festival, the Barossa Film Club (Learning Disability) in Nuriootpa and the Film-making program within the Special Unit at Nuriootpa High School are combining to create a year-round ‘screen culture’ within the Barossa."

Council supported the first SDSW Film and New Media Festival in 2014; below is an excerpt from their thankyou letter to the Chief Executive Officer (Trim 14/60289)

So we would like to thankyou for your belief in our ability to make the Festival happen and your very generous financial support. We hope it will be the first of many Sit Down Shutup and Watch Film & New Media Festivals and we hope you will continue to support us and be involved.

Council’s Manager Community and Culture has provided a letter of support for the 2018 Festival and is happy to waive the fee for hire of the Angaston Town Hall and promote the event. However, in other correspondence, she has reiterated to the Group that Council staff had put in many hours in the past to assist with the project, but that this physical support could no longer be provided.

Community Grant Guidelines – considerations:
Is Council an appropriate funding source? (clause 3.3)
Priority to those who have not received financial assistance (including in-kind) from Council in the last 3 years

Summary and Conclusion
The Barossa Council supported the first SDSW Film and New Media Festival in 2014 and again in 2016, predominantly through Leisure Options’ resources and reduced hire fees. The Manager Community and Culture and Manager Community and Facilities Development (Acting Director Corporate and Community Services) support the current Application.

As the 2017/18 Community Assistance Scheme budget is almost exhausted, it is recommended that CASC refer the decision of this Community Grant application to Council.

Should CASC approve the project, it may wish to recommend that any approved Grant be toward a specific expense for the 2018 Festival. The SDSW group has advised that "Digital Workshops would be the most obvious item for the Council to fund as this element would most directly affect local Barossa learning disabled artists".

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Community and Culture
Health and Wellbeing
Business and Employment
How We Work – Good Governance
**Corporate Plan**

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
2.8 Offer opportunities for young people to develop leadership skills and have input into decision making that affects them.
2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.
5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

**Legislative Requirements**

Nil

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**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

**Financial**

The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $6,010 remaining in that Budget. There are five Community Grant Applications totalling $20,200 and 1 Youth Grant Application for $200 (outside of the Guidelines) requiring decision in the 2017/18 financial year.

<table>
<thead>
<tr>
<th>Funds available for Quarter 4 Applications</th>
<th>$ 7,260</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018: Approved Youth Grants</td>
<td>6 Applications</td>
</tr>
<tr>
<td>June 2018: Requested Community Grants</td>
<td>5 Applications (3x$3k; 1x$6k; 1x$5k) $20,000</td>
</tr>
<tr>
<td>Requested Youth Grant (outside of Guidelines)</td>
<td>1 Application Total</td>
</tr>
</tbody>
</table>

**SHORTFALL 2017/18 if all Qtr 4 Applications are granted**

($ 14,190)

There are budget funds of $2,900 available in Elected Member Donations (E900-868) and $1,000 in General Administration – Donations (GL 463-868), which could be used to supplement the Community Assistance Scheme Budget.

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

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**7.2.1.3 SOUTH AUSTRALIAN ROAD RUNNERS CLUB INC – BAROSSA MARATHON FESTIVAL B3342**

**MOVED** Cr Milne that the Community Assistance Scheme Committee defer consideration of the Community Grant application from the South Australian Road Runners Club Inc for the Barossa Marathon Festival, until the 2018/19 financial year, pending clarification of the event budget, requested financial information and quotes being received.

**Seconded** Cr Grossman

**CARRIED**

**PURPOSE**

To consider a Community Grant Application from South Australian Road Runners Club Inc for $5,000 towards the Barossa Marathon Festival to be held in August 2018.

**REPORT**

Background

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Minutes of the Community Assistance Scheme Committee Meeting held 6 June 2018
The South Australian Road Runners Club (SARRC) was officially formed in 1983 by a group of passionate Sunday runners. These runners formed some of the first major running events in South Australia including the Adelaide Marathon Festival, Barossa Marathon Festival and the Clare Valley Half Marathon. The Barossa Marathon Festival has a long history and the event has grown in popularity each year.

Introduction
SARRC have requested $5,000 and advise that the Grant would be used to “supplement and support the Children’s Fun Run, medal and organisation of the new event. Additional funds will be used to promote the event locally and throughout Australia.” SARRC has been requested to provide quotes to substantiate their estimated expense.

The Community Assistance Scheme Committee (CASC) has delegation to approve Community Grants up to $3,000 (excl GST). Applications requesting a higher amount are assessed by CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision. (Clause 1.3 of the Community Grant Guidelines.)

Discussion
The Community Grant Application has been reviewed by Officers and comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

The SARRC has estimated total event expenditure at $63,700 and income of $63,000 (excluding a grant from Council). Officers have requested confirmation of the budget estimates.

SARRC state that “in 2017 the event attracted just over 1,300 runners” and that “each year, over 70% of runners come to the region and stay a minimum of 1 night”; also that 4,000 people, ranging in age from 3 to 70 years, would benefit from the event.

Further comment from SARRC:
“SARRC has had a long term association with the Barossa Valley Region and its community. We were the first Marathon in the region and have actively supported local sporting groups, volunteer groups and the Scouts for over 10 years. We hope that this long term relationship will be rewarded with funding to help grow this Grassroots event to showcase the Valley and its people.”

SARRC has not received financial support from Council in the past. However, officers have assisted with completion of an Event Application, traffic management plans and road closures (costs paid by SARRC).

Summary and Conclusion
CASC has delegation to approve Community Grants up to $3,000 (excl GST). This Application is requesting $5,000. The Application, together with a report and the CASC recommendation will be presented to the 19 June 2018 Council Meeting for decision.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
- Community and Culture
- Health and Wellbeing
Corporate Plan
2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
4.6 Support the growth and sustainability of sporting, recreational and community clubs and organisations through provision of shared infrastructure, grants and opportunities to shape future use and development.
5.5 Contribute to tourism industry capacity building through the facilitation of tourism infrastructure development, including eco and recreational tourism.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Financial
The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $6,010 remaining in that Budget. There are five Community Grant Applications totalling $20,200 and 1 Youth Grant Application for $200 (outside of the Guidelines) requiring decision in the 2017/18 financial year.

| Funds available for Quarter 4 Applications | $ 7,260 |
| May 2018: |   |
| Approved Youth Grants | 6 Applications | $ 1,250 |
| June 2018: |   |
| Requested Community Grants | 5 Applications | $20,000 |
| (3x$3k; 1x$6k; 1x$5k) |   |
| Requested Youth Grant (outside of Guidelines) | 1 Application Total | $200 |
|   | $21,450 |

SHORTFALL 2017/18 if all Qtr 4 Applications are granted ($ 14,190)

There are budget funds of $2,900 available in Elected Member Donations (E900-868) and $1,000 in General Administration – Donations (GL 463-868), which could be used to supplement the Community Assistance Scheme Budget.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.2.1.4 TANUNDA LUTHERAN HOME INC – OUTSIDER ART SALA EXHIBITION 2019 B3342

MOVED Cr Milne that, in relation to the Community Grant application from Tanunda Lutheran Home Inc for its Outsider Art SALA Exhibition 2019 project, the Community Assistance Scheme Committee defers a funding decision, pending the outcome of investigations by Tanunda Lutheran Home Inc into funding opportunities from Country Arts SA, My Aged Care, National Disability Insurance Scheme or similar sources.

Seconded Mayor Sloane CARRIED
Minutes of the Community Assistance Scheme Committee Meeting held on 6 June 2018

PURPOSE

To consider a Community Grant Application from Tanunda Lutheran Home Inc for $3,000 towards its Outsider Art SALA Exhibition 2019 project.

REPORT

Background
Tanunda Lutheran Home (TLH) is one of the larger Aged Care Facilities outside the metropolitan area in South Australia. TLH offers independent living accommodation and a Residential Care Facility which includes a dedicated dementia wing.

Introduction
TLH are seeking a grant of $3,000 to “obtain some assistance with producing exhibition quality portrait pieces as produced by residents in the Dementia Wing”. TLH are looking to engage an Art Therapist to assist the residents of TLH in a project called an Exploration of the Self; Portraiture, with a view to gathering material for an exhibition of Outsider Art at the SALA Festival, August 2019.

Discussion
The Community Grant Application has been reviewed by Officers and comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

Compliance with Community Grant Guidelines:

Clause 3.3: The Grants are not designed to replace financial assistance for projects where there is a more appropriate funding source. On this basis, organisations which are aligned to and/or affiliated with bodies funded from Federal and State Government sources… And can draw funds towards this application from these bodies, are ineligible to apply for funding amounts greater than $500. Applications over this amount will not be considered by the CASC or Council. If funds are unable to be drawn from these aligned and/or affiliated bodies, documentation must be provided stating that these funds are unable to be accessed.

Comment:
• TLH receives Commonwealth Aged Care Funding, so only eligible for $500 CAS grant; the Application is seeking $3,000, (hence deferral to Council).
• The Chief Executive Officer of TLH states the project could not proceed if the grant application is unsuccessful, as costs could not be met and the regular services of an Art Therapist could not be secured.
• No other funding has been sought at this point, but TLH are investigating a grant from Country Arts SA.
• Quotes or substantiation have not been provided for the project materials and printing expenses stated in the Application.

Excerpts from the Application:
“This project is one which would potentially influence hundreds of people, including residents, staff, volunteers, friends, family and the wider community. This in turn would contribute towards a number of the objectives of the Barossa Community Plan, i.e “…programs that support inclusion and connectedness can also impact on the health and wellbeing of community members” and...”
minutes of the community assistance scheme committee meeting held on 6 june 2018

“responding to the social and cultural development needs of residents” and “volunteering, social interaction, creative activities ….. all play an important part in developing and sustaining a community and its culture”.

“This proposal also aligns with the council’s policies for “active ageing, and elder health”, as well as promoting dementia friendly communities.”

“Caring for this demographic is hugely labour intensive, which leaves few resources for necessities beyond the physical. That is why this art therapist is applying for this grant. I commend this application to the councillors of the Barossa council for their consideration.”

summary and conclusion

the manager community and culture has commented that, although the program is great, there are other streams of income that can be used to implement this project, as part of my aged care and/or the NDIS (dependent on participants).

as the 2017/18 community assistance scheme budget is almost exhausted, it is recommended that CASC defer the decision of this community grant application to council.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Community and Culture
- Health and Wellbeing
- How We Work – Good Governance

Corporate Plan

2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.
6.4 Ensure that decisions regarding expenditure of council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The adopted budget for the community grants and youth grants for 2017/18 is $25,500 (excl GST). There is currently $6,010 remaining in that budget. There are five community grant applications totalling $20,200 and 1 youth grant application for $200 (outside of the Guidelines) requiring decision in the 2017/18 financial year.

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</tr>
<tr>
<td>June 2018:Requested Community Grants</td>
<td>5 Applications</td>
</tr>
</tbody>
</table>

Minutes of the Community Assistance Scheme Committee Meeting held on 6 June 2018
Requested Youth Grant (outside of Guidelines) | (3x$3k; 1x$6k; 1x$5k) | $200
---|---|---
| 1 Application Total | $ 21,450

SHORTFALL 2017/18 if all Qtr 4 Applications are granted | ($ 14,190)

There are budget funds of $2,900 available in Elected Member Donations (E900-868) and $1,000 in General Administration – Donations (GL 463-868), which could be used to supplement the Community Assistance Scheme Budget.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.2.1.5
NURIOOTPA FUTURES ASSOCIATION INC - COULTHARD HOUSE ‘THE PEOPLES PLACE’ STAGE 1 DOWNSTAIRS PROJECT

MOVED Cr Milne that the Community Assistance Scheme Committee:

1) supports in principle, the Coulthard House ‘The Peoples Place’ Stage 1 Downstairs project;

2) refers the Community Grant Application from Nuriootpa Futures Association Inc, to Council for decision, as the 2017/18 Community Assistance Scheme budget is almost exhausted;

3) recommends that Council approve a Community Grant of $3,000 (excl GST) for the Coulthard House ‘The Peoples Place’ Stage 1 Downstairs project.

Seconded Mayor Sloane

PURPOSE
To consider a Community Grant Application from Nuriootpa Futures Association Inc towards its Coulthard House ‘The Peoples Place’ Stage 1 Downstairs project.

REPORT
Background
Nuriootpa Futures Association Inc (NFA) is a representative organisation run by community members who are passionate about Nuriootpa’s future and its place in the Barossa Valley. Coulthard House is an asset owned by the community and managed by NFA.

Introduction
NFA is seeking a grant of $6,000 to “clean, paint, prepare downstairs area for use by NFA committee, Nuriootpa High School, community groups”.

The Community Assistance Scheme Committee (CASC) has delegation to approve Community Grants up to $3,000 (excl GST). Applications requesting a higher amount are assessed by CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision. (Clause 1.3 of the Community Grant Guidelines.)

Discussion
The Community Grant Application has been reviewed by Officers and comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

NFA state that, as they are a not-for-profit organisation, the project could not proceed if only partial funding was received. NFA has not investigated additional sources of funding for the project. NFA
Not Confirmed has received previous Community Grants: June 2015 - $700; December 2015 - $2250; June 2017 - $500.

As an aside, NFA was recently awarded funding, via the ‘Fund My Neighbourhood’ initiative, for a separate project at Coulthard House “to re-invigorate the public space and stimulate community support”, which includes Outdoor Shelter, Dairy/Cellar, Barn, new septic system and new water connection.

NFA has requested a Grant of $6,000 for this “Downstairs” project. Below are the estimated expenses it has provided to date:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surveillance</td>
<td>$449</td>
</tr>
<tr>
<td>Painting – labour, paint, materials</td>
<td>$7,720</td>
</tr>
<tr>
<td>Painting – Volunteers</td>
<td>In-kind</td>
</tr>
<tr>
<td>Installation of small Kitchenette</td>
<td>In-kind</td>
</tr>
<tr>
<td>Re-carpet 4 rooms</td>
<td>$3,960</td>
</tr>
</tbody>
</table>

The Application states that “Coulthard House has been inactive for the past 6 years. An active “Coulthard” steering committee requires support. The longer vision is a huge project – this is a small step to present the ground floor space.” “To receive this funding enables the re-activation of the House and potential”.

Summary and Conclusion
CASC has delegation to approve Community Grants up to $3,000 (excl GST). This Application is requesting $6,000. The Application, together with a report and the CASC recommendation will be presented to the 19 June 2018 Council Meeting for decision.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
- Natural Environment and Built Heritage
- Community and Culture
- Infrastructure
- Health and Wellbeing
- Business and Employment

Corporate Plan
1.4 Facilitate innovative and sustainable preservation and use of built heritage.
2.1 Deliver sound community infrastructure and public space planning activities which incorporate place-making principles and take into account the future needs of the community.
2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
3.5 Advocate for efficient use of community resources through shared infrastructure and innovative solutions.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $6,010 remaining in that Budget. There are five Community Grant Applications totalling $20,200 and 1 Youth Grant Application for $200 (outside of the Guidelines) requiring decision in the 2017/18 financial year.

<table>
<thead>
<tr>
<th>Funds available for Quarter 4 Applications</th>
<th>$ 7,260</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018: Approved Youth Grants</td>
<td>6 Applications</td>
</tr>
<tr>
<td>June 2018: Requested Community Grants</td>
<td>5 Applications</td>
</tr>
<tr>
<td>Requested Youth Grant (outside of</td>
<td>1 Application</td>
</tr>
<tr>
<td>Guidelines)</td>
<td>Total</td>
</tr>
</tbody>
</table>

SHORTFALL 2017/18 if all Qtr 4 Applications are granted ($ 14,190)

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

7.2.2 DEBATE AGENDA – GRANT ACQUITTALS

7.2.2.1 YOUTH BAROSSA – STEPS TO BETTER HEALTH REPRINT
B3342

MOVED Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of $3,000 awarded to Youth Barossa for the “Steps to Better Health” reprint project.

Seconded Cr Grossman

CARRIED

PURPOSE

To consider the Acquittal documentation in relation to the Community Grant awarded to Youth Barossa for the “Steps to Better Health” reprint project.

REPORT

Background

The Community Assistance Scheme Committee (CASC), at its 6 December 2016 meeting, approved a Community Grant of $3,000 to Youth Barossa Inc for the “Steps to Better Health” reprint.

Introduction

The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project, which is to be within 12 months of the grant approval”.

Discussion

As reported to the 7 March 2018 CASC meeting, Youth Barossa were advised by the Steps to Better Health Committee (SBHC) that the Steps to Better Health booklet was printed early in December 2017. An update on the project and a signed Acquittal form was provided to Council at that time.
An invoice for the printing was made out to SBHC, who in turn, invoiced Youth Barossa. These documents are provided in Attachment 1. A copy of the estimated Income and Expenditure stated in the Grant application form is provided in Attachment 2 for information.

Council has received copies of the printed booklet; the on-line source is www.stbh.com.au

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**Attachments**

Attachment 1: Grant Acquittal Statement, invoices and assessment report
Attachment 2: Estimated Income and Expenditure from Grant Application

**Policy**

Community Assistance Scheme Policy
Community Grant Guidelines

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**

How We Work – Good Governance

**Corporate Plan**

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

**7.2.2.2**

**MT CRAWFORD DRESSAGE CLUB INC - WATER FACILITIES IMPROVEMENTS**

**B3342**

**MOVED** Cr Grossman that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of $2,000 awarded to Mt Crawford Dressage Club Inc for its Water Facilities Improvements project.  
**Seconded** Cr Milne  
**CARRIED**

**PURPOSE**

To consider the Acquittal documentation in relation to the Community Grant awarded to Mt Crawford Dressage Club Inc for its Water Facilities Improvements project.

**REPORT**

**Background**

The Community Assistance Scheme Committee, at its meeting held 1 March 2017, approved a Community Grant of $2,000 (excl GST) to Mt Crawford Dressage Club Inc for its Water Facilities Improvement project.
Introduction
The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project”.

Discussion
A Grant Acquittal Statement, together with supporting invoices for the specific Grant expenditure and a written assessment of the project is provided in Attachment 1.

The Income and Expenditure for the project amounted to $2,755.69, compared to the estimate provided in the Application of $4,250. The main difference has been in the trenching and concrete costs.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachments
Attachment 1: Grant Acquittal Statement, invoices and assessment report

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.2.2.3
SOUTHERN BAROSSA ALLIANCE INC
B3342

MOVED Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of $2,990 awarded to Southern Barossa Alliance Inc for the purchase of Portable Community Event Electrical Cable Covers.
Seconded Cr Grossman

PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Southern Barossa Alliance Inc for the purchase of Portable Community Event Electrical Cable Covers.
**REPORT**

**Background**

The Community Assistance Scheme Committee, at its meeting held 6 September 2017, approved a Community Grant of $2,990 (excl GST) to Southern Barossa Alliance Inc (SBA) for the purchase of Portable Community Event Electrical Cable Covers.

**Introduction**

The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project”.

**Discussion**

A Grant Acquittal Statement, together with supporting invoices, is provided in Attachment 1. The cable covers have been used for the Lyndoch Christmas Party, 2018 Tour Down Under Stage 1 Finish and the SBA Community Wheels On The Green event. Further comments regarding the initiative are contained within the SBA Chairperson’s email (Attachment 2).

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**Attachments**

Attachment 1: Grant Acquittal Statement and invoices
Attachment 2: Email from the SBA Chairperson

**Policy**

Community Assistance Scheme Policy
Community Grant Guidelines

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**

How We Work – Good Governance

**Corporate Plan**

How We Work – Good Governance

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<table>
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<tbody>
<tr>
<td>6.2</td>
<td>Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.</td>
</tr>
<tr>
<td>6.4</td>
<td>Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.</td>
</tr>
</tbody>
</table>

Legislative Requirements
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

**7.2.2.4**

**TANUNDA TENNIS CLUB - ‘JACOBS CREEK OPEN’ TENNIS TOURNAMENT**

B3342

**MOVED** Cr Milne that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of $2,000 awarded to Tanunda Tennis Club Inc for the purchase of tennis balls and junior trophies for the ‘Jacobs Creek Open’ Tennis Tournament held 22 – 26 January 2018.

**Seconded** Mayor Sloane

**CARRIED**
PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Tanunda Tennis Club Inc for the ‘Jacobs Creek Open’ Tennis Tournament held 22 – 26 January 2018.

REPORT

Background
The Community Assistance Scheme Committee, at its meeting held 5 December 2017, resolved the following:

"MOVED Mayor Sloane that the Community Assistance Scheme Committee approves a Community Grant of $2,000 (excl GST) to Tanunda Tennis Club Incorporated for the purchase of tennis balls and junior trophies for the ‘Jacobs Creek Open’ tennis tournament to be held from 23 to 26 January 2018 at the Tanunda Recreation Park and requests that Council be acknowledged for its contribution to the event.
Seconded Cr Angas
CARRIED"

Introduction
The Community Assistance Scheme Policy requires that "a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project".

Discussion
The Club reported a successful tournament and "feedback from the players during the tournament was really positive and they love coming to the Barossa to play tennis". The Club contacted Council for marketing material and displayed Council banners at the event to acknowledge Council’s contribution to the event.

A Grant Acquittal Statement, together with supporting invoices for the specific Grant expenditure and a written assessment of the project is provided in Attachment 1.

The tournament returned a profit of $2,523.11, which, at the time of submitting their Application, was not expected. The profit was mainly due to "negotiating with officials for accommodation requirements and seeking local sponsorship". The Club states that "This funding will enable us to continue to provide club coaching by our Tennis Australia Club Professional to our junior members".

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Grant Acquittal Statement, invoices and assessment report

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

Minutes of the Community Assistance Scheme Committee Meeting held on 6 June 2018
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.2.2.5 RIDDING FOR THE DISABLED ASSOCIATION SA - BAROSSA AND LIGHT CENTRE - UPGRADED HORSEFLOAT B3342

MOVED Cr Grossman that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of $3,000 awarded to Riding for the Disabled Association of SA Barossa and Light Centre toward the purchase of an upgraded horsefloat.

Seconded Mayor Sloane

CARRIED

PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Riding for the Disabled Association SA Barossa and Light Centre (RDAB&L) toward the purchase of an upgraded horsefloat.

REPORT

Background
A Community Grant application from RDAB&L was presented to the Community Assistance Scheme Committee meeting on 5 December 2017. Funding of $7,000 was requested. Crs Milne and Lange were not present at the meeting and Cr Angas declared a perceived conflict of interest, so the Members agreed to refer the matter to Council for decision. Council, at its meeting held 19 December 2017, approved a Community Grant of $3,000 (excl GST).

Introduction
The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project”.

Discussion
A Grant Acquittal Statement and evidence of payment, together with a brief report and photograph is provided in Attachment 1.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Grant Acquittal Statement, payment record and assessment report

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.

7.3 DEBATE AGENDA - HERITAGE GRANTS
Nil

7.4 DEBATE AGENDA - OTHER REQUESTS FOR FUNDING/SUPPORT

7.4.1 AMANDA TSCARKE
B3342
Ms Tappert provided a brief overview of the “extenuating circumstances” application submitted by Ms Tscharke.

MOVED Cr Milne that the Community Assistance Scheme Committee:

1) supports in principle, the Grant application from Amanda Tscharke toward her participation in the South Australian State Para Team at the 2018 Australian Para Table Tennis Champions held in Canberra from 5 – 8 May 2018;

2) pursuant to Clause 2.4 of the Community Assistance Scheme (CAS) Policy, refers the Community Grant Application from Amanda Tscharke, to Council for decision, as it is outside of the CAS scope and Guidelines;

3) pursuant to Clause 2.4 of the CAS Policy, recommends that Council approve a Grant of $200 to Amanda Tscharke, under extenuating circumstances provision, to support her participation in the South Australian State Para Team at the 2018 Australian Para Table Tennis Championships in May 2018.

Seconded Mayor Sloane
CARRIED

PURPOSE
To consider a Grant Application from Amanda Tscharke which is outside of the Grant Guidelines.

REPORT
Background
Amanda Tscharke has submitted a Youth Grant Application; however, it does not meet the Guidelines as she is over 25 years of age.

Council, at its meeting held 20 March 2018, resolved the following:

“that Council approve the updated Community Assistance Scheme Policy as presented to the 20 March 2018 Council Meeting with the addition of a clause to escalate extenuating circumstances to the satisfaction of the Chief Executive Officer”.
Minutes of the Community Assistance Scheme Committee Meeting held on 6 June 2018

As reported to Council in Consensus report 4.3.1.1 of the 17 April 2018 Council Meeting, Officers reviewed the Community Assistance Scheme Policy and Guideline documents (Youth and Community) in relation to the “extenuating circumstances” provision. The Policy states:

“2.4 All other requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.”

As there was no material change in the way this process was managed, no changes were made to the wording. However, both Guideline documents were amended to include the following provision in the Eligibility section:

“All Application for funding that is outside of these Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.”

Introduction
A request has been received by Amanda Tscharke for Council support toward her participation in the South Australian State Para Team at the 2018 Australian Para Table Tennis Champions held in Canberra from 5 – 8 May. Officers directed her to complete a Youth Grant application, as this was the most relevant process for her request to be considered.

Discussion
Amanda’s application was reviewed at the CASC Administration meeting on 17 May 2018, with the following decision:

“The Community Assistance Scheme Committee Administration notes the Youth Grant application from Amanda Tscharke and refers it to the Community Assistance Scheme Committee at its 6 June 2018 meeting, as it is outside of the Youth Grant Guidelines.”

A copy of the Application and supporting documentation, is provided in Attachment 1.

Summary and Conclusion
Funding of $200 (excl GST) is provided to successful Youth Grant applicants who are representing their Club/Organisation at a National level.

The decision on this funding application will set a precedent for future funding requests from individuals over 25 years of age. Council will need to consider if it will fund such applications that are outside of the current scope and guidelines to provide direction to officers in the future.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Youth Grant Application and supporting documentation

Policy
Community Assistance Scheme Policy
Youth Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Community and Culture
- Health and Wellbeing
- How We Work – Good Governance

Corporate Plan
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $6,010 remaining in that Budget. There are five Community Grant Applications totalling $20,200 and 1 Youth Grant Application for $200 (outside of the Guidelines) requiring decision in the 2017/18 financial year.

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</tr>
<tr>
<td>Requested Youth Grant (outside of Guidelines)</td>
<td>1 Application</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

SHORTFALL 2017/18 if all Qtr 4 Applications are granted ($14,190)

There are budget funds of $2,900 available in Elected Member Donations (E900-868) and $1,000 in General Administration – Donations (GL 463-868), which could be used to supplement the Community Assistance Scheme Budget.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

7.2.1.1 BAROSSA RECONCILIATION GROUP – “RECONCILIATION: BUILDING AND STRENGTHENING RELATIONSHIPS” PROJECT B3342

MOVED Cr Milne that the Community Assistance Scheme Committee:

1) supports in principle, the Reconciliation: Building and Strengthening Relationships project;

2) approves a Community Grant of $2,700 (excl GST) to the Barossa Reconciliation group for the Reconciliation: Building and Strengthening Relationships project.

Seconded Cr Grossman  CARRIED

PURPOSE

To consider a Community Grant Application from Barossa Reconciliation Group for $3,000 towards the Reconciliation: Building and Strengthening Relationships project.

REPORT

Background

The Barossa Reconciliation Group is, at present, an informal group of local service providers that aligns itself with the goals of Reconciliation SA. The Group has been organising Reconciliation Day events for 9 years. The auspicing body is the Barossa Community Services Network which has been meeting for 37 years.

Introduction

Funding is sought for two key activities to be conducted over the next 12 months:
Minutes of the Community Assistance Scheme Committee Meeting held on 6 June 2018

Discussion
The Community Grant Application has been reviewed by Officers and comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

Reconciliation Week Event
The 2018 event will be held on 6 June in the Barossa Bushgardens, with various activities including:
- Welcome to Country
- Ngadjuri dancers
- Bushgardens indigenous trail/orienteering trail
- Marra dreaming craft activities
- Bush weaving activity
- Peppermint box tree planting
- Bush food tasting platters
- BBQ and fire bowl

Also a Black Screen film night on 30 May 2018 in the Nuriootpa Soldiers Memorial Hall, conducted in partnership with Council’s Community and Culture team and Country Arts SA.

Reconciliation Action Planning
The Local Government Association encourages local councils to develop a Reconciliation Action Plan (RAP). A RAP is designed to turn intentions into actions and assist local councils to rise to the challenge of reconciling Australia. Community Grant funding will be used for consultancy fees to commence the process of developing the RAP. This will involve engaging with Ngadjuri and Peramangk and increasing cultural awareness and competency in the Barossa area.

The Application states that “Partial funding of $2,000 would enable the Action Group to deliver one component of the overall project – the Reconciliation Day event on 6 June. We would be unable to undertake the Reconciliation Action Planning component of the project”.

Council’s Manager Community and Culture fully supports the project, which was initially submitted as a New Initiative (NI), but did not progress through this process, as the program doesn’t meet the NI criteria placed over NI assessment for the 2018/19 financial year.

The estimated project income and expenditure is detailed below: (Quotes not yet provided for all expenses listed.)

<table>
<thead>
<tr>
<th>PROJECT INCOME</th>
<th>Project Details</th>
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<tbody>
<tr>
<td><strong>Group Funds</strong></td>
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<td><strong>Fundraising Activities</strong></td>
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<tr>
<td><strong>Donations/Sponsorship</strong></td>
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<tr>
<td><strong>In Kind (provide details)</strong></td>
<td>$ 5,000</td>
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<tr>
<td><strong>Project Management by Reconciliation Group members</strong></td>
<td>$ 1,400</td>
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<tr>
<td><strong>Marra Dreaming</strong></td>
<td>$</td>
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<tr>
<td><strong>Total Group’s Contribution</strong></td>
<td>$ 7,700</td>
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<table>
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<tr>
<th>PROJECT EXPENDITURE</th>
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<td>Project Management</td>
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<td>Reconciliation Day Event</td>
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<td>3,000</td>
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<tr>
<td>Welcome to Country</td>
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<td>1,000</td>
<td>3,000</td>
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<tr>
<td>Marra Dreaming Activities</td>
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<td>1,000</td>
<td>1,000</td>
<td>3,000</td>
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<td>Ngadjuri Dancers</td>
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<td><strong>TOTAL</strong></td>
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<td>2,700</td>
<td>3,000</td>
<td>10,700</td>
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</tr>
</tbody>
</table>

Community Grant Guidelines – considerations:
- Clause 3.6: Priority given to organisations that have not received financial assistance (including in-kind) from Council in the last 3 years
- $1,400 provided from Youth Services Budget for event
- Use of Council community bus for event
- Use of Barossa Bushgardens for events
- Use of Nuriootpa SM Hall for events

Not Confirmed - 20 -
- 2018 Reconciliation Day Event - $1,700
- Reconciliation Action Planning - $1,000
(Plus $300 for financial audit fees)
Not Confirmed

- 21 -

Summary and Conclusion
The Manager Community and Culture and Manager Community and Facilities Development (Acting Director Corporate and Community Services) support the Application.

As the 2017/18 Community Assistance Scheme budget is almost exhausted, it is recommended that CASC refer the decision of this Community Grant application to Council.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
- Community and Culture
- Health and Wellbeing
- Business and Employment
- How We Work – Good Governance

Corporate Plan
2.2 Collect, maintain and make accessible our Aboriginal heritage, and the history and heritage of our community.
2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $6,010 remaining in that Budget. There are five Community Grant Applications totalling $20,200 and 1 Youth Grant Application for $200 (outside of the Guidelines) requiring decision in the 2017/18 financial year.

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<td>5 Applications</td>
</tr>
</tbody>
</table>

(3x$3k; 1x$6k; 1x$5k)
Requested Youth Grant (outside of Guidelines) & 1 Application & Total & $200 & $21,450

**SHORTFALL 2017/18 if all Qtr 4 Applications are granted** ($14,190)

There are budget funds of $2,900 available in Elected Member Donations (E900-868) and $1,000 in General Administration – Donations (GL 463-868), which could be used to supplement the Community Assistance Scheme Budget.

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

7.1 **COMMUNITY ASSISTANCE SCHEME 2017/18 BUDGET**

**B5743**

**MOVED** Cr Milne that Agenda item 7.1 Community Assistance Scheme 2017/18 Budget, be withdrawn as the Community Assistance Scheme Committee does not require additional funding for the 2017/18 year.

**Seconded** Mayor Sloane

**CARRIED**

**PURPOSE**

To review the Community Assistance Scheme Budget for the 2017/18 financial year.

**REPORT**

**Introduction**

The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). As shown below, if all grant applications in this round are approved to the amount requested, the Youth Grant and Community Grant 2017/18 budget will show a deficit of $14,190.

**Discussion**

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>No. of Applications</th>
<th>Funding Approved/Requested (Excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Grants</td>
<td>11 Applications</td>
<td>$2,200</td>
</tr>
<tr>
<td>September 2017</td>
<td>3 Applications</td>
<td>$5,990</td>
</tr>
<tr>
<td>Community Grants</td>
<td><strong>Total</strong></td>
<td><strong>$8,190</strong></td>
</tr>
<tr>
<td>November 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Grants</td>
<td>7 Applications</td>
<td>$1,600</td>
</tr>
<tr>
<td>December 2017</td>
<td>4 Applications</td>
<td>$7,000</td>
</tr>
<tr>
<td>Community Grants</td>
<td><strong>Total</strong></td>
<td><strong>$8,600</strong></td>
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<tr>
<td>February 2018</td>
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<tr>
<td>Youth Grants</td>
<td>7 Applications</td>
<td>$1,450</td>
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<tr>
<td>March 2018</td>
<td>1 Application</td>
<td>Deferred</td>
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<tr>
<td>Community Grants</td>
<td></td>
<td></td>
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<tr>
<td>May 2018</td>
<td>6 Applications</td>
<td>1,250</td>
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<td><strong>Total to date</strong></td>
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<td><strong>$19,490</strong></td>
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<td><strong>REMAINING BUDGET</strong></td>
<td></td>
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<tr>
<td>2017-2018</td>
<td></td>
<td><strong>$6,010</strong></td>
</tr>
</tbody>
</table>

Minutes of the Community Assistance Scheme Committee Meeting held 6 June 2018
June - Requested

<table>
<thead>
<tr>
<th>Category</th>
<th>Application</th>
<th>$ requested</th>
<th>$ approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Grant (outside Guidelines)</td>
<td>1 Application</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Community Grants</td>
<td>3 Applications</td>
<td>9,000</td>
<td>11,000</td>
</tr>
<tr>
<td></td>
<td>2 Applications (outside Guidelines)</td>
<td>200</td>
<td>$20,200</td>
</tr>
</tbody>
</table>

SHORTFALL 2017/18 if all June applications granted ($ 14,190)

Officer’s reports in this Agenda recommend that the decision on the amount of each grant approved, be deferred to Council due to the CASC budget status ie $6,010 remaining in the budget, with a total of $20,200 requested in current applications.

The CASC Administration discussed the budget at its 17 May 2018 meeting and agreed the following:

“CASCA:
• notes the Budget Update
• recommends that, if required, CASC seek additional funding from Council to cover any shortfall in the Community Assistance Scheme Budget for the 2017/18 year.”

For Members’ information, below is a summary of the 13 Community Grant Applications received this financial year:

Category | Application                                                                 | $ requested | $ approved |
----------|-----------------------------------------------------------------------------|-------------|------------|
Event     | Mount Pleasant Farmers Market Inc – SA Spring Garden Festival – Mount Pleasant 2017 | $1,500      | $1,500     |
New Asset | Southern Barossa Alliance Inc – Portable Community Event Electrical Cable Covers | $2,990      | $2,990     |
Project   | Eastern Hills & Murray Plains Catchment Group Inc – Jutland Natural Restoration and Heritage Enhancement Project | $3,000      | $1,500 + in-kind |
Project   | Barossa Labyrinth Group – Barossa Community Labyrinth Safe and Sustainable Surface Completion project | $1,500      | $1,500     |
Event     | J F Herbig Memorial Family Inc – 50th Golden Jubilee Herbig Reunion           | $3,000      | $ 500      |
Event     | Tanunda Tennis Club Inc – ‘Jacobs Creek Open’ Tennis Tournament              | $3,000      | $2,000     |
New Asset | Riding for the Disabled SA Barossa & Light – Horsefloat Upgrade              | $7,000      | $3,000     |
Project   | Barossa Rams Rugby Club – Establishment of Barossa Rams Women’s Rugby Team   | $3,000      | Deferred   |
Project   | Tanunda Lutheran Home Inc – Outsider Art SALA Exhibition 2019                | $3,000      |            |
Event and Project | Barossa Reconciliation Group – “Reconciliation: Building and Strengthening Relationships” | $3,000      |            |
Event     | SIT Down Shutup and Watch group – SIT Down Shutup and Watch Film and New Media Festival | $3,000      |            |
Event     | SA Road Runners Club Inc – Barossa Marathon Festival                         | $5,000      |            |
Project   | Nuriootpa Futures Association – “Coulthard House ‘The Peoples Place’ Stage 1 Downstairs” project | $6,000      |            |

Summary and Conclusion
If all Grant applications in this round are approved to the amount requested, the Youth Grant and Community Grant 2017/18 budget will show a deficit of $14,190.

Options in relation to assessment of the current Grant applications include:
- Seek a transfer of unused funds from other budgets to the Youth Grant and Community Grant budget:
Minutes of the Community Assistance Scheme Committee Meeting held on 6 June 2018

- 24 -

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Nil

Policy

Community Assistance Scheme Terms of Reference

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

How We Work – Good Governance

Corporate Plan

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

Detailed in the Report.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council’s Public Consultation Policy.

8. OTHER BUSINESS

Timing of Future Community Assistance Scheme Committee (CASC) Meetings

Members discussed the difficulties of making funding decisions in June, particularly if the Community Grant and Youth Grant Budget is becoming depleted. Often the applications received are for activities being undertaken in the following financial year. Members agreed to hold a Special CASC meeting in August 2018 to consider the matters deferred at the June meeting and to further discuss timing of future meetings.

Youth Grant Recipients - Attendance at Council Meetings

Clause 5.2 of the Youth Grant Guidelines states that “Successful applicants will be invited to the next Council Meeting for the presentation of a certificate from Council.” Ms Randall proposed that the presentation of Youth Grant Certificates be coordinated with the Recognition of Volunteers presentations, which is currently held three times per year. The Members approved the change in process.

9. NEXT MEETING

Special Committee Meeting - August 2018 – date and time to be advised

10. CLOSE

Cr Lange declared the meeting closed at 4.45pm.

Confirmed at Community Assistance Scheme Committee Meeting held August 2018.

Date:......................................... Chair:......................................
THE BAROSSA COUNCIL
COMMUNITY GRANT APPLICATION FORM

(Please read the Community Grant Guidelines and complete all sections of this form)

<table>
<thead>
<tr>
<th>Related Policy/Process</th>
<th>TBCPOC4450 Community Assistance Scheme Policy</th>
<th>Form Number:</th>
<th>TBCFOR4452</th>
</tr>
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<tr>
<td>Form Owner:</td>
<td>Manager – Community and Facilities Development</td>
<td>Last Revised Date:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Document Control:</td>
<td>Manager – Community and Facilities Development</td>
<td>TRIM Reference:</td>
<td>17/47438</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>7 March 2018</td>
<td>Next Review Date:</td>
<td>June 2019</td>
</tr>
</tbody>
</table>

Date of Application: 16/4/18.

1. ORGANISATION DETAILS

Name of organisation:
NURIOOTPA FUTURES ASSOCIATION

Physical address of organisation clubroom/facilities/meeting place:

Postal address of organisation:
P.O. Box 313 Nuriootpa SA 5355

2. CONTACT DETAILS FOR THIS ORGANISATION

Name: JANE WILLSON

Position: VICE CHAIRPERSON / CHAIR COULTHARD HOUSE STEERING COMMITTEE

Postal Address (for contact person):
5 CORELLA STREET NURIOOTPA

Mobile: 0407 391109
Home Phone: ( )
Work Phone: ( )
Email: JANEWILLSON.WILLSON96@GMAIL.COM

Preferred Method of contact
Home Phone ☐ Work Phone ☐ Mobile ☐ Email ☑

3. GROUP/ORGANISATION GST STATUS (PLEASE TICK)

In accordance with current tax legislation, Council is obliged to withhold 46.5% of the grant and forward this amount to the Australian Taxation Office (ATO) if an Australian Business Number (ABN) is not provided.

Form: Community Grant Application Form

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prior to payment of funds. Applicants that have an ABN and are GST registered must provide a tax invoice prior to payment being made. Council will gross up the Grant for the appropriate GST amount, provided all requirements in regard to GST are met to Council's satisfaction.

Applicants that are unable to provide an ABN must legitimately complete a "Statement by Supplier" form which is available from Council. If not provided, Council will be required to withhold 46.5%.

☐ No ABN and not registered for GST  
(Please request and include a 'Statement by Supplier' form to go with your application)

☑ ABN but not registered for GST (please attach a copy of ABN Certificate)

☐ ABN and registered for GST (please attach a copy of ABN Certificate)

☐ Currently applying for ABN/GST registration  
(When received, Council will require this information before funding can be made)

4. PROOF OF INCORPORATION (AS PER GUIDELINE 1.2)

Is your Organisation incorporated? Yes ☑ No ☐

(If yes, please provide a copy of the Certificate of Incorporation and go to Section 5)

If No, are you affiliated with an incorporated body?

Yes ☐  
(Please note: An auspice agreement is required if the organisation applying for funding is not part of an incorporated body.)

Auspice Information

Auspice Organisation Name: ________________________________

Contact Person: _________________________________________

Postal Address: _________________________________________

Telephone (Bus. Hours) (________) ______________________ Email: ________________________________

Auspice Declaration:

I, __________________________ certify that __________________________ will auspice this proposal and take legal and financial responsibility for the administration of any approved grant funds.

Full name of Authorised Officer: ________________________________

Title of Authorised Officer: ________________________________

Signature: __________________________ Date: / /

No ☐ You are ineligible to apply for a Community Assistance Grant.

5. ABOUT YOUR ORGANISATION

What are the Aims and Objectives of your Organisation?

(Please attach a copy of your organisation’s Terms of Reference/Constitution)

Engage the community in planning Nuriootpa's future. Via Council, business, residents & tourism - projects & events

See attached: Role of NFA.
How long has your organisation been established? 80 yrs

Number of members associated with your organisation: 60

What proportion of members resides in The Barossa Council area? 100%

Is your organisation associated with or does it receive funds through it normal activity, such as bar or canteen facilities? (See Community Grant Guideline 3.15)

Yes ☐ No ☑

If yes – please detail

Is any form of Government funding received by your organisation? Yes ☑ No ☐

If yes – please detail as you may be ineligible to apply for a Community Assistance Grant over $500. (See Community Grant Guideline 3.3)

Recently awarded funding via Fund My Neighbourhood

Has your organisation received assistance from The Barossa Council in the past 3 years? (This includes cash or in-kind [e.g. Road closures, venue hire etc.]) (See Community Grant Guideline 3.6)

Yes ☑ No ☐

If yes – please detail

May 17 $500 at History Festival Film Night

CASH AND INVESTMENTS
Please provide information on what the cash and investment holdings are earmarked for. (This will assist in the assessment of this application - See Community Grant Guideline 3.14)

6. PROJECT DETAILS

Project Title: Courthouse House 'The Peoples Place' Stage 1 Downstairs

Description of Project:
(Briefly outline your project, the goals and aims, and how it will benefit the community)

To clean, paint, prepare downstairs area for use by NFEA committee, Muri High School, community groups.

Amount of funding applied for: $ 6000

Which Strategy from Council's Community Plan does your project relate to and how? (The Community Plan is available on Council's website via this link)

Maintaining + Preserving an historic building for future generations in an attempt to facilitate opportunities to repurpose + find a use for the building.

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Location of the project: Couthard House Murray St Nuriootpa.

Could the project/event proceed if only partial funding is received? Yes ☐ No ☑

Provide details: NFA is a not-for-profit organisation to receive this funding enables the re-activation of House and potential

Proposed start date: / / end date: / /

Is your project upgrading/enhancing land or a building? Yes ☑ No ☐

Who owns the land/building? Nuriootpa Futures Assoc.
(If the applicant is not the owner, written consent must be obtained from the land/building owner and submitted with your application.)

Has Council been contacted in relation to whether approval is needed for this project? Yes ☑ No ☐

Who will benefit from your project?

How many people Whole community Age range of people All

Range of groups All Activity areas

How will you measure the benefit to these groups?

By how much the house is used.

Has any other funding been sought for this project? If so, what was the outcome of the application?

No

Any further information which may be relevant to this application

Couthard House has been inactive for the past 6 years. An active "Couthard" steering committee requires support. The longer vision is a huge project this is a small step to present the ground floor space.
7. BUDGET AND FUNDING

PROJECT INCOME (Group's Contribution to Project)

Group Funds $ ____________________
Fundraising Activities $ ____________________
Donations $ ____________________
In Kind (provide details) $ ____________________
Other (provide details) $ ____________________

Total Group's Contribution $ ____________________

Council Assistance Requested $ 6000

TOTAL PROJECT INCOME $ ____________________

PROJECT EXPENDITURE (Please provide an itemised list of expenses for the project)

Cleaning - floors / windows $ ____________________
Paint $ ____________________
Painting - Volunteers $ ____________________
Install - small kitchenette $ ____________________
Re-carpet 4 rooms $ ____________________

TOTAL PROJECT EXPENDITURE $ ____________________
8. REQUIRED SUPPORTING DOCUMENTATION

The following documents for your organisation are mandatory and must be attached to this application. If you are not an incorporated body, your auspice organisation is also required to provide their documents.

- ABN Certificate or Statement by Supplier form
- A copy of your organisation’s Certificate of Incorporation
- A copy of your organisation’s Terms of Reference/Constitution
- A copy of your organisation’s most recent AGM Minutes
- A copy of your organisation’s last Audited Financial Statements

Role of Numurqupa Futures Assoc

The following documents must be attached if applicable:

- Endorsement from the asset owner (if applicable – see 3.11 of the Guidelines)
- Details of cash holdings exceeding application amount (if required – see 3.14 of the Guidelines)
- Letters of support for your project
- Plans / quotes / images etc.

This application must be signed by two current senior office holders of the organisation, i.e. President, Treasurer, Secretary.

SIGNATURE: [signature]
POSITION: Vice Chair
DATE: 16/4/18

SIGNATURE: [signature]
POSITION: Secretary
DATE: 16/4/18
Jane Willson

From: Martin McCarthy <mmccarthy@barossa.sa.gov.au>
Sent: Monday, May 7, 2018 10:57 AM
To: 'Jane Willson'
Subject: FW: Request for further information from NFA re Community Grant Application
Attachments: NFA Community Grant Application Form.pdf

Hi Jane

The application you submitted is being processed now as discussed.

We need a few additional details as per below, if you can get that back to Annette that would be appreciated.

Will be in touch later this week on the other matters.

Cheers Martin

From: Annette Randall
Sent: Friday, 4 May 2018 3:45 PM
To: Martin McCarthy <mmccarthy@barossa.sa.gov.au>
Subject: Request for further information from NFA re Community Grant Application

Hi Martin – These are the areas where we need further information from NFA........

Requesting further information from Nuriootpa Futures Association re Community Grant Application:
Project: Couthard House ‘The Peoples Place’ Stage 1 Downstairs

Questions in the Community Grant Application form:

- Section 6: Proposed start date and end date for the project
- Section 7: Amounts and Quotes/substantiation for the expenses listed:
  - Gleening - fleers/windows Surveillance $449.00
  - Paint $  
  - Painting - Volunteers In-kind
  - Installation of small Kitchenette $  
  - Re-carpet 4 rooms $3060

- Section 5: Brief details of the recently awarded funding from Fund My Neighbourhood
  - I understand it was $150k to “restore Couthard’s dairy and stables to become a multi-functional, practical, purposeful community space”.

- Sections 5 and 8: Cash and Investments – Please provide details of cash holdings and what cash and investment holdings are earmarked for.

- Section 8: Copy of last audited financial statements...... submitted for year end 30/6/16 – are statements for year end 30/6/17 available?

- Section 8: “Role of Nuriootpa Futures Assoc” – did not appear to be attached

Annette Randall
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coulthard House, Murray St Nuriootpa. Repainting of cracks and</td>
<td></td>
</tr>
<tr>
<td>repainting of ceilings, walls and woodwork on the lower floor level.</td>
<td></td>
</tr>
<tr>
<td>Internal areas will be painted using Solver trade ceiling white.</td>
<td></td>
</tr>
<tr>
<td>Solver ultra low sheen wall finish and woodwork in Solver satin enamel.</td>
<td></td>
</tr>
<tr>
<td>Cost variation will apply if white or colors with a low opacity are chosen</td>
<td></td>
</tr>
<tr>
<td>or extra work involved internal crack repair.</td>
<td></td>
</tr>
<tr>
<td>Total includes labour paint and materials.</td>
<td>$7,720</td>
</tr>
</tbody>
</table>

Quoted By: Ruben

Subtotal: No gst

GST: No gst

TOTAL: $7,720
To whom it may concern

I am writing to submit a Grant Application as a Barossa resident competing in the Table Tennis Australia National Para Championships in Canberra, in May 2018.

I am a Para athlete that has competed as a Paralympic Table Tennis player both Domestically and International for the past 2 years. Most recently I have been successful in my nomination for the Table Tennis National Para Championships to be held in Canberra 5th-8th May 2018 (supportive documentation attached).

This is a wonderful opportunity to compete against the best athletes in Australia and is a wonderful preparation for tournaments later in the year in both China and at World Championships in October.

Thank you for your consideration and should you have any questions please don’t hesitate to contact me on [contact information deleted].

Kind Regards
Amanda

Amanda Tscharke
THE BAROSSA COUNCIL  
YOUTH GRANT APPLICATION FORM

<table>
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<th>Related Policy/Process</th>
<th>TBCPOC4450 – Community Assistance Scheme Policy</th>
<th>Form Number:</th>
<th>TBCFOR4461</th>
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<td>Director Corporate and Community Services</td>
<td>Last Revised Date:</td>
<td>03/09/2014</td>
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<td>Document Control:</td>
<td>Manager Community and Facilities Development</td>
<td>TRIM Reference:</td>
<td>13/37290</td>
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<tr>
<td>Date Approved:</td>
<td>7 June 2017</td>
<td>Next Review Date:</td>
<td>June 2018</td>
</tr>
</tbody>
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1. APPLICANT DETAILS

Name: Amanda Tscharke ______________________ Date of Birth: 12/11/1981 ____________
Residential Address: __________________________________________________________________
Postal Address: As above

Contact Phone Number (Parent/Guardian if Applicant is under 18 years of age):
Mobile: ____________ Home ____________
Email: ____________________________________________________________________________
Representing (name of State/National Body) Table Tennis South Australia ______________

Are you representing State or National level? State ________________________________

Are you full time employed? Yes ☐ No ☐
Do you have commercial sponsorship? Yes ☐ No ☐

Details of the event for which sponsorship is sought: Table Tennis Australia Para National Championships
Date/place of the event: 5th – 8th May 2018, Canberra

What is the value of the out-of-pocket expenses for the applicant? $1200.00 ____________

Copy of the Declaration attached? (Required) Yes ☐ No ☐
Copy of your event itinerary attached? (Required) Yes ☐ No ☐

Please tick if you do not wish to have your picture appear in media: Facebook ☐ Newspaper ☐

Applicant Signature: Amanda Tscharke ______________ Date: 27/3/2018 ______________

If Applicant is under 18 years of age:

Parent/Guardian Name ______________________________ Signature: ______________________

FOR OFFICE USE ONLY: Received funding in the past? ☐ Acquittal requirements completed? ☐

Form: Youth Grant Application Form

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THE BAROSSA COUNCIL
YOUTH GRANT DECLARATION FORM

This certifies that

of

(address)

is a member of

(Club/Organisation)

has been selected to participate in:

(event for which sponsorship is sought)

in

(place)
on

(date)

Name of State Association completing this declaration

Name of coach/representative completing this declaration (please print)

Paul Langley

Telephone No

0408 720 764

Refer attached letter

Signature

Date

© The Barossa Council 2017
281
1 March 2018

Dear all

Re: 2018 SOUTH AUSTRALIA STATE PARA TEAM

It is my great pleasure to advise you of your selection in the South Australian State Para Team to compete at the 2018 Australian Para Table Tennis Championships to be held in Canberra.

The Australian Para Table Tennis Championships promises to be a great event and I know your contribution will do the whole South Australian Table Tennis community proud.

1. Amanda Tscharke – Class 4
2. Caleb Crowden – Class 4
3. Connor Holdback – Class 6
4. Hayley Sands – Class 2
5. Sam von Einem – Class 11
6. Toby Mills – Class 10
7. Yasir Hussaini – Class 6

*Players listed in alphabetical order by first name

Team Manager – Ms Karen Von Einem
Coach – Mr Paton Wilson

If you have any questions please feel free to contact Karen at voneinem@iinet.net.au or 0403 015 966.

TTSA, and the whole Table Tennis community wishes you every success at the Championships and look forward to supporting you at the event!

Sincerely,

Paul Langley
President/High Performance
APPENDIX A

INFORMATION SHEET

Forms to be Completed
A number of forms have been attached that are required to be completed and sent back to Karen (with a copy to apery@tabletennissa.org.au) by 31 March 2018.

- Appendix A – Information Sheet
- Appendix B – Parent/Guardian Consent Form - to be completed and returned (where required)
- Appendix C – State Junior/Youth Teams - Player Medical and Contact Information - to be completed and returned
- Appendix D – State Team Member Declaration - to be completed and returned
- Appendix E – TTSA Player Code of Conduct - to be completed and returned
- Appendix F – Rules to Remember

Dates
The Championships are being conducted by the ACT Table Tennis Association from Friday 4 May until Tuesday 8 May.

Cost
The costs invoiced by TTSA for each player are calculated purely on a recovery basis.

The total cost has been estimated at $1,200.00 and includes flights, accommodation, transport, uniform and team and individual entry fees. Food costs have not been included and will be each player or persons direct responsibility. It has been determined that each player or person will book their own flights to and from Canberra and the accommodation will account to each player separately where possible. An invoice will be sent to each player for an estimate of the shared costs and must be paid prior to the team’s departure. Refunds will be made if and where required or, if expenses exceed this estimated amount, a tax invoice will be sent following the event for payment.

Volunteers
The South Australian team relies on the voluntary support of parents. If you are interested in helping out please advise Karen by 15 March 2018.

Please note, that ALL parents/care givers that accompany the team will be required to undertake a Police Check in accordance with policy (at the expense of TTSA).

Uniforms
Players selected to represent South Australia are required to be outfitted in team uniforms. We expect that the uniforms will be presented to players at the final training session prior to the Championships. If a player requires a full uniform, this is likely to cost approximately $275.00.

Team Officials
Team Manager Ms Karen Von Einem
Coach Mr Paton Wilson (Level 1 Accredited Coach)

Entry Forms
The entry forms for the 2018 Australian Para Table Tennis Championships will need to be completed ASAP once received.
Annette Randall

From: Amanda Tscharke <amandat@stjakobi.sa.edu.au>
Sent: Wednesday, 30 May 2018 11:56 AM
To: Annette Randall
Subject: Community Assistance Scheme Grant Application
Attachments: Amanda - Letter 30 05 18_000033.pdf; SKM_C55818053010300.pdf

Hello Annette

I hope this finds you well.

Our last communication stated that I needed proof that I had been selected and attended the Para Table Tennis Nationals in Canberra earlier this month. As requested, please see attached a supporting letter from the team manager and my name listed in the program.

Since we last spoke, I have also been selected the compete at the highest competition for Para Table Tennis, the World Championships, to be held in Slovenia in October. I have attached the email from Table Tennis Australia announcing this honour.

I hope this is enough information for you and should you have any questions, please don’t hesitate to contact me.

From: Sue Stevenson <sue@tabletennis.org.au>
Date: 21 May 2018 at 10:23:27 am ACST
To: Sue Stevenson <sue@tabletennis.org.au>
Cc: Alois <Alois@tabletennis.org.au>
Subject: Final Qualification Spots - 2018 World Para Individual Championships

Dear Para HP Squad Members,

We received the exciting news last night that our 3 x wildcard nominations for the 2018 World Para Individual Championships were granted.

Amanda Tscharke, Danni Di Toro and Andrea McDonnell have all now qualified for Australia and will join the rest of the qualified athletes – Sam von Einem, Nathan Pellissier, Trevor Hirth, Caleb Crowden, Jessy Chen, Melissa Tapper and Rebecca Julian.

Please join me in congratulating Amanda, Danni and Andrea as well as the other 7 x athletes.

With 10 x qualified athletes we have now doubled the amount of qualified athletes from the last World Para Individual Championships in 2014 which is fantastic news and a testament to the hard work all of the athletes, private coaches and Alois have been putting in.

Kind Regards,

Sue.

Sue Stevenson
High Performance Director
Table Tennis Australia

Office 1.10 Sports House
150 Caxton Street
Milton QLD 4064
30 May 2018

To Whom it May Concern

I confirm that Amanda Tscharke was selected to represent South Australia at the 2018 Para National Table Tennis Championships held in Canberra from 4 – 8 May.

Amanda attended these championships with the SA Team and competed in both individual and team events. Her results can be provided upon request.

Yours faithfully,

Karen von Einem
Para State Team Manager
Table Tennis SA
### Australian National Para Table Tennis Championships 2018

**list of players by state/country**

#### MALES

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
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7.3.2 DEBATE AGENDA - FINANCE

7.3.2.1 MONTHLY FINANCE REPORT (AS AT 31 MAY 2018)
B411
Author: Senior Accountant

PURPOSE
The Uniform Presentation of Finances report provides information as to the financial position of Council, including notes on material financial trends and transactions.

RECOMMENDATION
That the Monthly Finance Report as at 31 May 2018 be received and noted.

REPORT
Discussion
The Monthly Finance Report (as at 31 May 2018) is attached. The report has been prepared comparing actuals to the Original adopted 2017/18 Budget and incorporating the adopted Revised Budgets for September, December and March.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Monthly Finance Report 31 May 2018

Policy
Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Corporate Plan
How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.
6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
To enable Council to make effective and strategic financial decisions, a regular up to date high level financial report is provided.

COMMUNITY CONSULTATION
Community Consultation was part of the original budget adoption process in June 2017, as per legislation. This report is advising Council of the monthly finance position compared to that budget.
# MONTHLY FINANCE REPORT

**AS AT 31 MAY 2018**

**FOR YEAR ENDING 30 JUNE 2018**

### Uniform Presentation of Finances

<table>
<thead>
<tr>
<th>Notes</th>
<th>% Actual Expenditure to Original Budget ($'000)</th>
<th>% Actual Expenditure to Revised Budget (Q3) ($'000)</th>
<th>Original Budget (Full-Year) ($'000)</th>
<th>Revised Budget (Q3) ($'000)</th>
<th>Actual Result (Year-to-Date) ($'000)</th>
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<tr>
<td>OPERATING ACTIVITIES:</td>
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<tr>
<td>Operating Income</td>
<td>1)</td>
<td>36,690</td>
<td>37,628</td>
<td>37,192</td>
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<tr>
<td>Less Operating Expenses</td>
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<td>86.27%</td>
<td>83.85%</td>
<td>36,734</td>
<td>37,796</td>
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<tr>
<td>Operating Surplus / (Deficit) (a)</td>
<td></td>
<td>(44)</td>
<td>(168)</td>
<td>5,500</td>
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### CAPITAL ACTIVITIES:

#### Net Outlays on Existing Assets

| Notes | Capital Expenditure on Renewal and Replacement of Existing Assets 2) | Less Depreciation, Amortisation & Impairment | Less Proceeds from Sale of Replaced Assets | Net Outlays on Existing Assets (b) ($'000) | | |
|-------|---------------------------------------------------------------------|--------------------------------------------|------------------------------------------|------------------------------------------|---------------------------------| |
| | 80.78% | 84.01% | 5,562 | 5,348 | 4,493 |
| | 7,518 | 7,518 | 6,891 |
| | 401 | 614 | 633 |
| | (2,357) | (2,784) | (3,031) |

#### Net Outlays on New and Upgraded Assets

| Notes | Capital Expenditure on New and Upgraded Assets 2) | Less Amounts Received Specifically for New and Upgraded Assets | Less Proceeds from Sale of Surplus Assets | Net Outlays on New and Upgraded Assets (c) | | |
|-------|---------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------|------------------------------------------|---------------------------------| |
| | 53.22% | 37.14% | 4,748 | 6,804 | 2,527 |
| | 707 | 1,098 | 2,829 |
| | 133 | 133 | 0 |
| | 3,908 | 5,573 | (302) |

#### Net Lending/(Borrowing) for the Financial Year (a)-(b)-(c)

<table>
<thead>
<tr>
<th>Notes</th>
<th>(1,595)</th>
<th>(2,957)</th>
<th>8,833</th>
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</thead>
<tbody>
<tr>
<td>Total % Capital Budget Spent</td>
<td>68.09%</td>
<td>57.77%</td>
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</table>

### Reconciliation for the movement in Net Lending / (Borrowing)

**Original 2017/18 Full Year Budget Net Lending / (Borrowing):** (1,595)

**Carried Forward Budget Adjustments:**

- **September 2017 Budget Review:** Funds required for these items will decrease Council’s cash and investments. This amount includes amendments approved at the Council meeting held in July 2017. (268)
- **December 2017 Budget Review:** Funds required for these items will decrease Council’s cash and investments. (332)
- **March 2018 Budget Review:** Funds required for these items will increase Council’s cash and investments. 1,309
- **Carried Forward Budget Adjustments to 2018-19** 1,777

**Full Year Revised Budget - Net Lending / (Borrowing):** (2,957)

### NOTES

1. The fourth quarter Grants Commission payment $100k and Roads to Recovery Grant funding $139k were received in May

2. 2017/18 Capital Expenditure spent to end of May includes:
   - Angaston Railway Precinct Upgrade $64k
   - Bridges $55k
   - Budgeting Software $12k
   - CWMS $160k
   - Drainage $567k
   - Floodwall $707k
   - Footpaths $687k
   - Forklift $32k
   - Mount Pleasant Hall Air Conditioning $13k
   - Nuriootpa Centennial Park Authority Community Pavilion $88k, Function Centre Fire Safety $10k
   - Nuriootpa Skate Park $15k
   - Playground Equipment $48k
   - Road Resheeting $945k
   - Sealed Roads $2,026k
   - Stockwell Recreation Park Air Conditioning $18k
   - Talunga Park Toilets $60k
   - Tanunda to Gawler Bike Path $29k (final flood repair)
   - The Rex 24/7 Access Project $46k
   - Trucks, Backhoe, Woodchipper $568k (less trade-ins $182k)
   - Williamstown Hall Chairs $8k
   - Williamstown QVJP Retaining Wall $47k, Bridge Entrance $24k, Fence $12k

289
7.3.2 DEBATE AGENDA – FINANCE

7.3.2.2 FEES AND CHARGES REGISTER - 2018/2019
B7181
Author: Senior Accountant

PURPOSE
Council must review the Fees and Charges structure to be applied for the 2018/2019 financial year.

RECOMMENDATION
That the proposed Fees and Charges are adopted for the 2018/2019 budget year.

REPORT
Discussion
A list of the proposed Fees and Charges for 2018/2019 is attached. The list is encompassing of all sundry fees charged by Council in its general service provisions and includes dog registration fees which were previously adopted by Council at the 20 March 2018 meeting. Any relevant fees and charges set by the State Government have been excluded as no increases for 2018/2019 have yet been announced. The Fees and Charges Register will be updated when this information becomes available, but they do not require Council approval. Any fees and charges that do not have a comparable 2017/18 amount are new for 2018/2019.

To maintain existing cost recovery rates for various services, and to continue to minimise the general rate burden on our community, it is imperative that Council increase the fees and charges at least in line with the cost increases being experienced by Council in the delivery of such activities to our community. Accordingly, all fees have been reviewed by the relevant Budget Manager and have been increased where required.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Register of Fees and Charges as at 1 July 2018

Policy
Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Corporate Plan
👉 How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements
Local Government Act 1999 – Section 188 (1)

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<th>FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS</th>
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<td>Financial</td>
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<tr>
<td>To ensure that Council is able to recover its costs in relation to user paid services provided to the community.</td>
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<td>Fees and charges set by the State Government are a legislative requirement and Council is required to charge the amounts applied by the relevant Act. Other fees and charges are set by Council as part of the budget process and public consultation on the 2018/2019 budget closes on 13 June 2018. The newly adopted fees and charges will be available for the Community to access on Council’s website from 2 July 2018.</td>
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Register of Fees and Charges
As at 1 July 2018

Updated 1/7/18
7.3.2 DEBATE AGENDA – FINANCE

7.3.2.3 PUBLIC SUBMISSIONS ON THE DRAFT ANNUAL BUDGET & BUSINESS PLAN 2018/19 INCORPORATING THE LONG TERM FINANCIAL PLAN 2018/19 TO 2027/28

B7181

Author: Manager, Financial Services

PURPOSE

RECOMMENDATION
That Council, having considered the submissions received during the public consultation period in relation to the draft Annual Budget and Business Plan 2018/19 incorporating the Long Term Financial Plan 2018/19 to 2027/28, endorses amendments to the draft document as recommended by Officers in the summary report.

REPORT

Discussion

Public Submissions
Council must consider any submissions made during the public consultation period before adopting its Annual Budget/Business Plan (AB&BP) (with or without amendment) as required in Section 123 of the Act.

The consultation process:

- public notices were placed in the Leader and Bunyip newspapers on 23 May 2018 asking for public submissions on the draft AB&BP;
- a media release to highlight the Council Budget focus – the Mayor provided additional information as and when requested by the media;
- the draft AB&BP incorporating LTFP was available at Council’s Principal Office, Branch Offices/Libraries and on Council’s website;
- at the 6 June 2018 Council Workshop: at 5.00pm, for a period of 1 hour, any interested person was invited to address Council in support of their submission.

As consultation closes at 5pm on 13 June 2018, a summary and the actual submissions received during consultation will be emailed to Elected Members prior to the June Council meeting.

Council are to provide direction as to which items are to be included in the final draft of the AB&BP.
Policy
Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan
   How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.
6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
All submissions must be assessed by Council to consider the affect, if approved, on the long term financial sustainability of Council and any risk management issues.

COMMUNITY CONSULTATION
Detailed within this report and included as part of the draft Annual Budget and Business Plan 2018/2019 consultation and adoption process, and in accordance with the Act.
7.3.2  DEBATE AGENDA – FINANCE

7.3.2.4  DISCRETIONARY RATE REBATES – 2018/2019

Author: Senior Rates Officer

PURPOSE
To consider the application of Discretionary Rate Rebates for the 2018/2019 rating year.

RECOMMENDATION
That the proposed Discretionary Rate Rebates be adopted for the 2018/2019 rating year.

REPORT
Discussion
The report in Attachment 1 outlines proposed Discretionary Rate Rebates to be applied for the 2018/2019 rating year. Mandatory Rebates for the same period are also included for information purposes (Attachment 2).

The Discretionary Rebates have increased from last year, mostly due to anticipated additions to the existing independent living units within the four local retirement villages. The Discretionary Rebates will continue to be reviewed in 2018/2019 to confirm suitability and equality.

The Mandatory Rebate amount is expected to increase from last year, particularly in the area of Community Services, as Housing SA continues to transfer ownership of their properties to Housing Associations who are entitled to the Mandatory Rebate of 75% of total rates.

We currently have 42 properties that are eligible for the rebate and it is expected approximately 5 more will be added in 2018/2019.

Pursuant to the Local Government Act sections noted below, Council needs to review the application of Discretionary Rate Rebates applied, on an annual basis.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Proposed Discretionary Rebates 2018/2019
Attachment 2: Estimated Mandatory Rebates 2018/2019
Policy
Budget & Business Plan and Review Policy
Draft Rebates & Remissions Policy – 4.1 & 4.2 Rate Rebates

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Corporate Plan**

How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

**Legislative Requirements**
Local Government Act 1999 – Sections 160-165
Local Government Act 1999 – Section 166

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

**Financial**
The Budget 2018/2019 consultation document includes estimated Mandatory Rate Rebates of $486k and Discretionary Rate Rebates of $113k, based on last year’s actuals and the 2.5% indexation and relevant growth. However, upon further analysis, Discretionary Rebates are forecast to be $115K as a result of a new application (highlighted in green on the attached summary) and an extra allowance for growth within the retirement villages.

Any rebate approved by Council will apply to both General - Rates and Community Wastewater Management Systems - Service Rates as required by Local Government Act 1999 Section 159 (9).

**COMMUNITY CONSULTATION**
The annual budget process includes public consultation on the 2018/2019 Budget, which closed on 13 June 2018.
### PROPOSED DISCRETIONARY RATE REBATES 2018/2019

<table>
<thead>
<tr>
<th>Owner / Ratepayer</th>
<th>Address (No. of assessments)</th>
<th>Land Use</th>
<th>Rebate Type</th>
<th>Actual Rebate 2017/18</th>
<th>Budgeted Rebate 2018/19</th>
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<tr>
<td><strong>50% - Fixed Charge Rebate - Independent Living Units</strong></td>
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<tr>
<td>Barossa Village Inc</td>
<td>Various locations</td>
<td>Aged Accom</td>
<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
<td>27,058.00</td>
<td>27,873</td>
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<tr>
<td>Barossa Village Inc (New Units)</td>
<td>New units under construction expected to be included for 2016-17 (10)</td>
<td>Aged Accom</td>
<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
<td>1,710</td>
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<td>Tanunda Lutheran Home Inc</td>
<td>Tanunda</td>
<td>Aged Accom</td>
<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
<td>12,118.00</td>
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<td>New units under construction expected to be included for 2016-17 (10)</td>
<td>Aged Accom</td>
<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
<td>1,710</td>
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<tr>
<td>Abbeyfield Society District Of Barossa Inc</td>
<td>Williamstown (13)</td>
<td>Aged Accom</td>
<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
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<td>New units under construction expected to be included for 2016-17 (5)</td>
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<td>The Vines Retirement Estate</td>
<td>18 Schaedral St Nuriootpa</td>
<td>Aged Accom</td>
<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
<td>14,110.00</td>
<td>14,535</td>
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<td>The Vines Retirement Estate (New Units)</td>
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<td>Sec 166 (1) (h) - Aged Accom (50% of fixed charge)</td>
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<td><strong>Total Independent Living Units</strong></td>
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<td><strong>55,444.00</strong></td>
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<td>Barossa Valley Pony Club</td>
<td>Dallwitz Reserve Angaston Rd Nuriootpa</td>
<td>Public recreation area</td>
<td>S166(1)(j) - Community Benefit / service 100%</td>
<td>1,448.25</td>
<td>1,500</td>
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<td>Nuriootpa RSL Hall</td>
<td>7 Memorial Avenue, Nuriootpa</td>
<td>RSL Hall</td>
<td>S166(1)(j) - Community Benefit / service 100%</td>
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<td>Nuriootpa Town Band</td>
<td>2 Old Kapunda Rd, Nuriootpa</td>
<td>Public Toilets</td>
<td>S166(1)(j) - Community Benefit / service 100%</td>
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<td>Nuriootpa Futures Assoc</td>
<td>2 Penrice Rd Nuriootpa</td>
<td>Car Park</td>
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<td>Community Helpers Inc.</td>
<td>35 Railway Terrace, Nuriootpa SA 5355</td>
<td>Warehouse</td>
<td>S166(1)(j) - Community Benefit / service 100%</td>
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<td>Boy Scouts Association of SA</td>
<td>23 Schilling St Angaston</td>
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**Other General Rates - Rebate**

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**EDUCATION**

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**HEALTH SERVICES**

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DEBATE AGENDA - MANAGER COMMUNITY AND CULTURE

7.3.3.1 SOCIAL INCLUSION ACTIVITIES
B4733
Author: Collaborative Project Officer

PURPOSE
The purpose of this report is to seek Council’s endorsement of the Social Inclusion activities undertaken during 2017/18 and those proposed for 2018/19.

RECOMMENDATION
That Council:

(1) Receives the report on Social Inclusion activities undertaken during 2017/18 and those proposed for 2018/19;

(2) Endorses the ongoing coordination of service providers under the Continuity of Support program funded through the Home and Community Care program;

(3) Requires Officers to provide a further report regarding future State Government funding for the Continuity of Support program;

(4) Requires Officers to provide a further report outlining the results of the Social Inclusion Scoping Project.

REPORT
Background
In August 2017, Council approved the fifth and final quarterly update report on the progress of the Leisure Options Transition Project.

"MOVED Cr Milne that Council receives and approves the fifth and final quarterly update report on the progress of the Leisure Options Transition Project. Seconded Cr Miller CARRIED 2014-18/1150"

The report provided information about the interim “Under 65 Social Support Program” and also described the Social Inclusion Scoping Study that would be undertaken during 2017/18. This report provides an update on these initiatives.

Under 65 Social Support Program
In May 2016, Council decided it would transition out of the Barossa Leisure Options (BLO) program as it did not want to become a National Disability Insurance Scheme (NDIS) approved provider when the Scheme commenced roll out in the region from 1 July 2017. As reported, all participants who were receiving disability funding through Disability SA successfully transitioned to other service providers during the Transition Project. All of these participants were eligible to receive support under the NDIS and many, if not all, have commenced the NDIS planning process. However, there
remained a number of BLO participants who were not receiving Disability SA funding and could not transfer to other service providers; therefore another interim support program was required.

Funding for disability services has in the past, been complex. Whilst the NDIS will simplify funding arrangements for NDIS participants, funding arrangements for people with disability who are not eligible for NDIS support will continue to be complex.

For many years Council has received State Government block funding from the Department of Communities & Social Inclusion for the Home and Community Care program (HACC) to deliver services “For younger people with moderate, severe or profound functional disabilities who are isolated in the community within the Barossa and Light Council areas”. This complemented Council’s Home Assist program for older residents as it provides a similar range of service types.

During 2017/18, funding from the HACC program was utilised to create the ‘Under 65 Social Support Program’, comprised of Visual Arts, Film and New Media. It has been delivered by Tutti Arts, a NDIS Approved Provider, with impressive outcomes for both participants and themselves. Several former BLO participants have transitioned to the NDIS and participant numbers have doubled with new NDIS participants joining the program so that now approximately 50% are NDIS funded and 50% are HACC funded. This program has resulted in a new, sustainable business in the region, delivering a program for people with disability that meets cultural, wellbeing and economic development objectives of Council’s Community Plan.

Council was recently advised that funding for the State funded HACC program will be available for another financial year. For the 2018/19 funding period a total of $123,645 has been granted to Council. 35% of this funding is to be committed to continuing to provide transport and home assist type services and the remaining 65% is available for the continuation of the ‘Under 65 Social Support Program’.

The continuation of this support is to enable the State Government to comply with obligations under the bi-lateral agreement between the SA Government and the Federal Government regarding the roll out of the NDIS, which stipulates that no individual is to be disadvantaged by the introduction of the NDIS.

Eligibility criteria to receive support through the HACC program has been that the person is a recipient of the Disability Support Pension and receives no services through Disability SA. It is our understanding that some, but not all, of these people will be eligible for the NDIS. Those people whose disability is the result of a chronic health condition are unlikely to be eligible, as health is the responsibility of the State Government. However, as these people have been receiving low level disability services through the State HACC program, they are entitled to continue receiving the same level of support until their needs change, eg they reach the age of 65 when they can transition to the Aged Care system.

From 1 July 2019, the State HACC program will be replaced with the ‘Continuity of Support’ (CoS) program, and existing HACC service providers will be offered funding to continue providing support for this cohort who will never be eligible for the NDIS. There will be no new entrants to the CoS program, and eventually the program will cease once all participants have reached the age of 65.

Council will be updated on the CoS program as information becomes available from the State Government.
Intrinsic in Council’s Community Plan is a value of ‘inclusion’. As Council is no longer involved to the same degree in the delivery of disability services, (ie much fewer participants with low support needs versus the high numbers and complex needs of the former BLO program), there is continued community expectation that Council will have an ongoing role in the social inclusion arena, and particularly in addressing access and inclusion issues for people with disability. Therefore during 2017/18, Council undertook a Social Inclusion Scoping Project (Scoping Project) to identify the opportunities.

Issues of disability, homelessness, mental health and reconciliation were explored and a detailed report of the Scoping Project will be available in the next few months. The following activities have been undertaken as part of the Scoping Project during the past year:

**Disability**
- Finalised Regional Disability Access and Inclusion Plan
- Established the Disability Access and Inclusion Advisory Group to replace the section 41 Disability Access Review Committee (DARC). Membership is comprised of people with disability, carers of people with disability, disability service providers and Council staff.
- Developed draft Disability Access and Inclusion Plan Action Plan and conducted community consultation culminating in a successful community engagement activity in collaboration with the NDIS Local Area Coordinator (LAC) and the Disability Access and Inclusion Advisory Group.
- Engaged with the NDIS LAC and facilitated access to Council libraries and the Rex for community meetings.
- Joined the Local Government Access & Inclusion Network (LGAIN) and attended meetings.
- Participated as a member of the organising committee for the Disability Expo organised by Carers' and Disability Link, held at the Rex in 2017.
- Actively promoting Council’s achievements in access and inclusion through the media, eg automatic door at the Rex, Disability Access and Inclusion Action Plan and community engagement initiatives.

**Homelessness**
- Organised and attended a meeting with local State Member, in conjunction with a local service provider, to discuss funding allocation to address homelessness in the Barossa.

**Mental Health**
- Attended White Dog Mental Health Group meetings.
- Organised community forums in Gawler and Barossa at which people with lived experience of mental illness and homelessness presented their stories, followed by a Resilience and Well-being workshop.
- Organised Barossa Mental Health & Ageing Forum at which the SA Mental Health Commissioner presented along with aged care providers and people with lived experience.
• Promoted and attended Mental Health First Aid training to increase community capacity to respond to people with mental illness in crisis.

Reconciliation
• Attended Reconciliation Group meetings and participated in 2018 Reconciliation Week activities.
• Secured an auspice/banker for the Reconciliation group and donations and sponsorship from local service providers.
• Prepared a funding submission for a grant for Reconciliation activities to be undertaken during 2018/19.

General
• Identified and consulted a number key stakeholders to identify issues and community development opportunities re: disability, homelessness, mental health and reconciliation.
• Currently supporting a local service provider to conduct workshops to identify local assets and gaps in service delivery for the purpose of collaborating to address the gaps and avoid duplication.
• Managed the hiring and maintenance regime of the BLO bus.

Conclusion
Whilst Council successfully transitioned out of the Barossa Leisure Options program during 2016/17, there remains the need to continue providing low level support for those participants aged under 65 with disability who are not eligible for the NDIS. This service complements the existing Home Assist and Community Transport services for older residents aged 65 plus, and is fully funded by the State Government.

During the past year Council has explored its role in the social inclusion arena and participated in a number of activities that further the objectives of the Community Plan. The finalisation of the Regional Disability Access and Inclusion Plan and The Barossa Council’s own Disability Access and Inclusion Action Plan, has been welcomed enthusiastically by a highly energetic and committed Advisory Group whose members are keen to continue partnering with Council in delivering access and inclusion outcomes for the community.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

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Legislative Requirements
Disability Discrimination Act 1992
Disability Inclusion Bill
Local Government Act 1999
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Administration of the Under 65 Social Support Program will be fully funded from State HACC funding in 2018/19.

From 1 July 2019, the State HACC program will be replaced with the ‘Continuity of Support’ program and existing HACC service providers will be offered funding to continue providing support for this group.

As approved by Council on 17 October 2017, the Disability Access Review Committee (DARC) reserve fund of $15,222 was to be renamed DAIP Funds and be made available to the new Disability Access & Inclusion Advisory Group to be used for the implementation of the Regional Disability Access and Inclusion Plan until they are exhausted.

COMMUNITY CONSULTATION

Significant community engagement was undertaken during the BLO Transition project which led to the development of the Under 65 Social Support program.

Further community consultation has been undertaken in the development of the Regional Disability Access & inclusion Plan (DAIP) and Council’s own DAIP Action Plan.

Community engagement activities have also been undertaken as part of the Social Inclusion Scoping Project and are described briefly in the report above.
7.5.2. DEBATE AGENDA – ENVIRONMENTAL SERVICES REPORT

7.5.2.1

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY (GRFMA) – NORTHERN FLOODWAY PROJECT
B7490

Author: Director, Development and Environmental Services

PURPOSE

The attached documents have been circulated for consideration and support by Constituent Councils.

RECOMMENDATION

That Council support and commit to the Gawler River Floodplain Management Authority’s Northern Floodway Project and Prospectus as circulated to the Constituent Councils.

REPORT

Background

The Gawler River Floodplain Management Authority (GRFMA) is established as a Regional Subsidiary pursuant to section 43 and Schedule 2 of the Local Government Act 1999 to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River.

Constituent Councils are City of Playford, Adelaide Plains Council, Town of Gawler, the Barossa Council, Light Regional Council, and Adelaide Hills Council.

Introduction

A Special Meeting of the GRFMA Board was held on 17 May 2018, the purpose of which was to:

- Receive feedback from Constituent Council staff on the final draft of the Northern Floodway Prospectus.
- Consider relevant information regarding flood planning management from the Adelaide Plains Council to enable further consideration of next steps in actioning the Northern Floodway Prospectus.
- Consider feedback from Constituent Council GRFMA Board Members on considerations they might have when undertaking the GRFMA Charter and Governance Review.
Discussion

Northern Floodway Project

The meeting unanimously resolved to continue progressing the Northern Floodway Project as a priority, subject to:

a) The Federal and State Governments confirming in writing a commitment to fund in totality all capital costs including the further design; and development costs associated with the Northern Floodway Project.
b) Acknowledging the GRFMA contribution will be responsibility for the ongoing maintenance of the Northern Floodway; and
c) The GRFMA seeking formal commitment from all Constituent Council’s on progressing the Northern Floodway Project on this funding principle.

The Chair of the GRFMA is to advise the Federal and State Government of this approach.

The Chair of the GRFMA has written to the Constituent Councils regarding the Northern Floodway Project (Attachment 1) following the Special Meeting seeking support and commitment from the Constituent Councils to progress the Northern Floodway Project.

The GRFMA commissioned development of a ‘Project Prospectus’ that outlines a ‘staged’ approach to quantify required works, engagement of all stakeholders and a clear project feasibility pathway for funding options.

A copy of the Northern Floodway Preliminary Project Prospectus is provided in Attachment 2.

Funding

As noted in the letter from the Chair, funding for the Northern Floodway Project is being pursued with the Federal and State Governments. The preferred approach is for State and Federal Governments each cover 50% of the projects capital costs as a minimum with Local Government (i.e., the GRFMA) contributing to the ongoing operational and maintenance costs.

Summary and Conclusion

The Chair of the GRFMA has written to Constituent Councils regarding the Northern Floodway Project, and importantly to seek Councils support and commitment to progress the project.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Letter from the Chair of the GRFMA
Attachment 2: Northern Floodway Preliminary Project Prospectus

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Natural Environment and Built Heritage
Infrastructure

Health and Wellbeing

How We Work – Good Governance

Corporate Plan

1.12 Build and maintain relationships with other levels of government to ensure development strategies are responsive to regional needs and issues.

3.11 Advocate for the allocation of State and Federal funding to maintain and invest in infrastructure within our region.

4.15 Plan for and where appropriate support response to extreme weather events or disasters in the region.

6.17 Advocate for The Barossa Council and its community, our region or local government in South Australia through direct action, representation on or collaboration with local, regional or State bodies.

Legislative Requirements

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Management

Initial estimated costs for the Northern Floodway Project are $27 million.

Risk Management

The GRFMA and Constituent Councils have a level of responsibility to act on dealing with known potential flood risks. The GRFMA needs to be seen to be moving forward in seeking to address flood measures in a strategic and financially sustainable manner.

COMMUNITY CONSULTATION

The prospectus for the Northern Floodway Project will be used to engage with all stakeholders in the project, particularly with land holders along the affected area of the Gawler River.
Dear Martin Mc Carthy,

Chief Executive Officer
The Barossa Council
43-51 Tanunda Road
NURIOOTPA SA 5355

By email barossa@barossa.sa.gov.au

18/5/18

Dear Martin

Re: Northern Floodway Project

I am writing regarding the Northern Floodway Project to seek Councils support and commitment for progress.

As you will be aware the Gawler River 2016 Flood Review report provides three recommendations for works to be undertaken:

a) proposed Gawler River Northern Floodway,
b) upgrade and maintenance of the existing levee system and
c) management of silt and pest vegetation;

Initial estimated costs for the Project are $27 million.

The GRFMA has previously resolved to progress the report recommendations in 2018 and has commissioned development of a “Project Prospectus” document which outlines a 'staged' approach to quantify required works, engagement of all stakeholders and a clear project feasibility pathway for funding options.

The document is now being finalised and will be provided to constituent council members shortly.

With regard to funding for the Project, the GRFMA has been working with both the State and Federal Governments exploring funding options to initiate the required works.

Previous discussion with Ian Hunter MLC, then Minister for Sustainability Environment and Conservation, Minister for Water and River Murray indicated support for funding via application to the State Government’s Storm Water Management Authority.

The Minister’s expectation was that capital costs would be shared equally in one-third contributions between the Federal Government and the State Government and the GRFMA constituent councils. The GRFMA being responsible to further fund ongoing operational and maintenance costs.

Discussions were also held with Senator, the Hon Anne Ruston, Assistant Minister for Agriculture and Water, on the proposal and to facilitate follow up with Prime Minister Malcom
Turnbull’s previous commitment to assist with flood mitigation measures in the Gawler River floodplain.

Senator Ruston proposed a view that a tri-partite capital works funding model did not adequately address the total cost of the proposed flood mitigation project, and that her approach for Federal Government funding would request that the State and Federal Governments each cover 50% of the projects capital costs as a minimum with Local Government (i.e., the GRFMA) contributing to the ongoing operational and maintenance costs.

The GRFMA Board unanimously support the Senator’s approach as it is inequitable that constituent councils would effectively be contributing “twice” if required to contribute to Capital and subsequent ongoing maintenance and operating costs.

At the 17/5/18 Special Meeting of the GRFMA, Board Members advised of recent discussions with Senator Ruston which indicated that funding resources are available for the proposed project, however the window of opportunity for funding and Federal Government support is fast closing and the GRFMA should act with priority to indicate commitment to implementing the proposed Northern Floodway Project.

Discussions also noted that the recent South Australian election change to the Marshall State Government will now provide opportunity for further considered discussion between Federal and State Government on meeting the capital funding contributions required for the project.

The 17/5/18 Meeting subsequently resolved the following motion.

That the GRFMA:

1. Resolve to continue progressing the Northern Floodway Project as a priority, subject to:
   a. The Federal and State Governments confirming in writing a commitment to fund in totality all capital costs including the further design; and development costs associated with the Northern Floodway Project.
   b. Acknowledging the GRFMA contribution will be responsibility for the ongoing maintenance of the Northern Floodway; and
   c. The GRFMA seeking formal commitment from all constituent councils on progressing the Northern Floodway Project on this funding principle.

2. Request the Chair of the GRFMA to advise the Federal and State Government of this approach.

In accordance with the above GRFMA resolution, I now seek indication of Council’s commitment to progressing the Northern Floodway Project.

Your cooperation is respectfully sought in including this matter in the next Council Meeting Agenda and subsequent indication of Council’s consideration of this matter being provided to davidehitchcock@bigpond.com.

Yours Sincerely

Ian Baldwin
Chair, GRFMA
# Document History and Status

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<th>Author</th>
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PART 1 Summary Document
Summary

Purpose of this document

This document provides details of the Gawler River Northern Floodway proposal, a key component of the Gawler River Flood Mitigation Scheme Mark II.

Outlined within is a summary of the flooding issues experienced within the lower Gawler River and why a flood mitigation solution, specific to the lower Gawler River is required. The benefits of the proposal are explained, largely in non-monetary terms.

The document provides details of the steps required to progress the project, commencing with a definition of the project objectives and further scope confirmation works to firm up the concept. High order capital costs are also provided, along with the budgetary commitment required for each of the project development stages.

The document is intended to serve as a key reference document for potential funding partners and a guide for the project’s ultimate implementation.

Funding model

The GRFMA is committed to progressing the Northern Floodway Project as a priority, subject to The Federal and State Governments confirming a commitment to fund all capital costs, including further design and development costs, associated with the Northern Floodway Project. The GRFMA acknowledges that ongoing operational and maintenance costs associated with the Northern Floodway will be its responsibility.

The GRFMA has sought formal commitment from all constituent Councils on progressing the Northern Floodway Project on this funding principle.

The Gawler River

The Gawler River flows in a westerly direction across the Northern Adelaide Plains from the confluence of the North Para and South Para Rivers just downstream of Gawler Township, to the Gulf St Vincent at Port Gawler.

The lower Gawler River floodplain, defined as the areas to the west of Pederick Road at Lewiston, lies within the local government areas of the Adelaide Plains Council and City of Playford. Land use within the floodplain is characterised by a mixture of intensive residential and commercial development in the growth areas of Angle Vale, Virginia and Two Wells, rural living areas, intensive animal husbandry and high value horticulture.

The capacity of the river diminishes markedly from east to west, with a capacity of around 400 m$^3$/s near Gawler, to around 70 m$^3$/s at Port Wakefield Road and less than 10 m$^3$/s near Buckland Park lake, adjacent the coast. The diminishing capacity of the river channel heading downstream leads to flooding of the lower Gawler River and it’s floodplain on a relatively regular basis.

Levees, both natural and man-made exist along much of the lower river’s length, however these are generally in a poor state of repair and are prone to failure during major flood events.
Flooding of the Gawler River

The Gawler River has been subject to major flooding on average every 10 years over the past 160 years. Earliest accounts date back to the mid-1800s with reports of the North and South Para and Gawler Rivers becoming “sweeping torrents” and washing away several houses at Buchesfeld (west of Gawler township). In recent history, major events have occurred in 1992 (September, October, December), November 2005 and October 2016.

The largest of these events, in October 1992, was estimated to have an average recurrence interval (ARI) of around 35 years\(^1\). An estimated 200 homes were damaged during this event (The Advertiser October 29, 2012). Although no homes were damaged when the Gawler River broke its banks in November 2005, around $40 million worth of crops were lost along with significant damage to public infrastructure such as roads.

Most recently, the Gawler River catchment experienced significant rainfall between late September and early October 2016 with falls ranging typically between 100 to 140 mm in the upper North and South Para River catchments. This resulted in a major flood event in the lower reaches of the Gawler River, with an estimated ARI of 20 years.

Although no homes were flooded, approximately 250 private properties along with local and state government infrastructure were severely affected by resultant flooding. Extensive loss of horticultural production and a significant damages repair bill in the order of $50 million resulted from the October 2016 event.

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\(^1\) The average recurrence interval (ARI) of a flood event is the number of years on average within which a given flood will be equalled or exceeded. For example, a 100-year ARI event may occur on average once in 100 years. Floods may also be expressed in terms of ‘Annual Exceedance Probability’ (AEP), which describes the probability of occurrence in any given year. A 100-year ARI event, has an AEP of 1%. Refer to Section 9 for further details.
In response to the regularity of flooding, and its impacts on the local communities, the Gawler River Floodplain Management Authority (GRFMA) was formed in 2002 as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999, principally to manage the implementation of a strategy to mitigate flooding.

To date, works have been completed upstream of Gawler to reduce flood flows within the North Para and South Para Rivers, reducing the impacts of flooding within Gawler Township, and to a lesser extent the lower Gawler River. The works include construction of the Bruce Eastick North Para Flood Mitigation Dam (completed in 2007) and alterations to the South Para Reservoir spillway (completed in 2012).

### What is the flood risk and estimated economic cost of flooding?

Major overtopping of the banks of the Gawler River is expected to occur for much of the river’s length for events larger than a 10-year Average Recurrence Interval (ARI). For the 100-year ARI event, computer modelling indicates a series of major breakouts occur around Boundary Road, where a significant proportion of floodwaters spill to the north towards Lewiston and Two Wells. Further, smaller breakouts occur downstream of Boundary Road, including spill to the south which will impact the Virginia township and associated growth precinct. Floodwaters overtop the major A1 transport route, Port Wakefield Road, to the west of Virginia and west of Two Wells, before flowing around the proposed Buckland Park development area to the sea.
The modelling indicates over 3000 residential allotments, 200 industrial allotments and 6000 ha of agricultural area would be flood affected in the 100-year ARI event, this being the flood event which might occur on average once in a hundred years or in any given year has a 1% chance of occurring.

Much of the floodplain area is prime horticultural and agricultural land, which continues to expand and forms part of the Northern Food Bowl. The population centres of areas of Angle Vale, Two Wells and Virginia will also continue to grow under the 30-year growth plan for Adelaide, with growth in some areas, including Virginia, currently limited by flood risk.

Flood damage estimates, calculated using the results of the modelling for the existing floodplain scenario were prepared in 2016, following construction of the Bruce Eastick North Para Flood Mitigation Dam, which reduced the impacts of flood events less than the 50-year event, particularly within the Gawler township.

The damage calculations estimate the average annual damage within the floodplain to be $7.4m, with present value damages of $109m.

These calculations are based on the existing catchment development state, and do not take into account potential damages arising from expanding residential, commercial and industrial development associated with the 30-growth plan for Adelaide, nor expanding primary production, horticultural and rural lands associated with the Northern Food Bowl. It also only values loss to export crops, if local crops are included the damage estimates would increase.

What is the Northern Floodway?

The Northern Floodway concept was developed as part of the 2016 Flood Review, a study undertaken following the floods of Spring 2016, in consultation with the GRFMA’s Technical Reference Panel and a Working Group formed to provide input to the selection of preferred flood mitigation solutions.

Three recommendations arose from the 2016 Flood Review:
Recommendation 1: “River and levee maintenance should be the responsibility of a single authority that has the necessary resources and access rights to maintain the river in good condition from a flood conveyance as well as biodiversity perspective.”

Recommendation 2: “River condition and levee maintenance repair work should be undertaken as a matter of high priority.”

Recommendation 3: “The GRFMA proceed with developing concept designs for the establishment of a Northern Floodway, in addition to the construction of a new river levee system so that consultation with affected landholders can proceed.”

Recommendations 2 and 3 collectively form the ‘Northern Floodway’ proposal, shown below.

Elements of the Northern Floodway proposal

There are three primary elements forming part of the overall concept:

- Levee improvements (immediate and long term) and ongoing maintenance
- River channel works – including strategic sediment and vegetation removal and revegetation – and ongoing maintenance
- A new levee and floodway system downstream of Old Port Wakefield Road to contain floodwaters within a defined floodway system on the northern side of the river (The ‘Northern Floodway’).

Recommendation 2 acknowledges that there are immediate issues that could be addressed to reinforce the levee system and reinstate channel capacity at known problem locations whilst the longer-term, more significant mitigation strategy is progressed. Whilst the channel and levee works forming part of Recommendation 2 are not considered effective at mitigating large-event flooding in their own right, it is expected that these would provide an immediate benefit during smaller, more frequent events. Recommendation 2 and 3 are complementary, with the investigation and implementation work associated with Recommendation 2 forming the early stages of Recommendation 3.
Throughout this document, the river channel works and immediate levee repair works are referred to as “immediate works” whilst the new Northern Floodway and more extensive levee upgrades are referred to as “long term works”.

**Why do we need a Northern Floodway?**

To date, flood mitigation within the Gawler River catchment has focussed on works to reduce peak flows within the North Para and South Para Rivers which combine to form the Gawler River. Whilst effective, there is a limit to the amount of flow reduction the dams on these rivers can achieve, even if the capacity of the Bruce Eastick North Para Flood Mitigation Dam is increased. The naturally diminishing capacity of the Gawler River channel as it flows west means that no single flood mitigation solution to control flooding for the river’s entire length during significant flood events is feasible, as the capacity of the lower reaches of the river is so limited.

The effect of increasing the capacity of the Bruce Eastick North Para Flood Mitigation Dam by raising the dam wall by 10 m was investigated in 2016 (AWE 2016). The modelling indicated that the 100-year ARI flood peak could be reduced from 635 m$^3$/s to 170 m$^3$/s at Gawler, with significant benefits to Gawler township and properties and townships on the northern side of the river. Despite this, due to the channel’s limited capacity further west (around 70 m$^3$/s at Port Wakefield Road), breakouts still occur on the southern side of the river near Virginia and horticultural areas will be subject to flooding, presumably in a similar manner to that which occurred in 2016.

This indicates that even with a larger upstream flood mitigation dam, supplementary flood mitigation works are required in the lower reaches of the river to prevent flooding of property, closure of roads, potential damage to infrastructure and loss of crops.

The Northern Floodway aims to address this flooding, specific to the lower Gawler River. The Northern Floodway will not prevent the large breakout which occurs around Boundary Road and flows north west towards Two Wells.

**What are the benefits?**

To date the Northern Floodway has only been analysed in detail for the 2016 flood event, estimated to represent roughly a 20-year ARI event. Although not tested under larger flood events (50 or 100 years) it is expected that the floodway will also perform well in a 50-year ARI event.

Future modelling is expected to confirm whether the floodway is capable of achieving a 100-year standard with minor refinements, and if so it is anticipated that this level of protection would be a significant selling point for securing community support. The 100-year event is typically the standard level of protection expected as a result of major new flood mitigation proposal and is a benchmark for flood protection in many development plans.

On the basis of investigations undertaken following the 2016 flood event, the following benefits are anticipated to result from the Northern Floodway implementation, during a flood event of similar magnitude to that of 2016:

- **Protection of 211 of the 248 properties estimated to be flooded in 2016. Reduced flooding of another 10 properties. Similar protection is expected in the 50-year event.**
- Substantially reduced flood damages through the protection of the high value horticultural lands around Virginia.
- No flooding of the existing Virginia Township or re-zoned residential / deferred urban areas within the Virginia Growth Precinct.
- No overtopping of Port Wakefield Road, maintaining use of the critical A1 transport route.
- Reduced flood hazard and impacts on local emergency access and evacuation routes, such as Angle Vale Road.
- Improved biodiversity within the Gawler River channel system as a result of selected vegetation removal, revegetation with appropriate species and a planned regular maintenance program.

Further modelling will be required to quantify the benefits during other flood events.

Calculations needed to calculate the project’s cost benefit ratio have not yet been undertaken to quantify the expected reduction in flood damages.

The reduced extent of flooding during the 2016 event, with the floodway works and upgraded levees in place, is illustrated below (flood free areas shown in green).

How will the project progress?

To date a desktop only study has been completed to determine the feasibility, and effectiveness, of the Northern Floodway concept. This has relied upon the results of hydraulic modelling to inform the infrastructure requirements such as the need to upgrade existing levees, culverts and bridges, and the need for new levees and floodways. No site investigations have been undertaken to validate the project’s feasibility and to date, stakeholder consultation has been limited to the Technical Assessment Panel and Northern Floodway Working Group.

The current estimated project cost of $27m has been estimated on the basis of the desktop investigation and modelling.

In order to progress the implementation of the Northern Floodway works (Recommendations 2 and 3) a number of key investigations and pieces of work will need to be undertaken.
Within this document, the proposed works are structured into a number of key project ‘stages’, as depicted below. The scope of works required for future stages will be reviewed throughout, or at least at the conclusion of each stage.

**Key project development elements**

It is proposed to progress the river condition and immediate levee repair works (Recommendation 2 – referred to as ‘immediate works’) as a matter of priority, subject to funding, establishment of landholder access agreements and approvals to undertake the works. It is anticipated that the necessary funding and approvals could be gained within a shorter timeframe than the body of work required to enable commencement of on-ground works associated with the long-term Northern Floodway and levee replacement (Recommendation 3).

*Extensive consultation will be undertaken throughout all stages of the project’s development, along with regular review of risks and review and updating of the project’s estimated cost at key milestones.*

**Confirm the scope**

A key first step in progressing both Recommendation 2 and 3 will be to confirm the scope of works necessary to achieve the desired level of flood mitigation. This will be achieved through a combination of additional modelling, site investigations and early engagement with stakeholders.

Tasks will include:

- Additional flood modelling and estimating reduction in damages (future flood damages avoided)
- Consideration of project staging
- Ground truthing / site walkovers:
  - Further inspection of existing levees (where feasible) to determine those sections in need of immediate remedial works
  - River condition survey, including vegetation assessments and identification of areas of silt build up
Ground truthing of new levee and floodway proposals

- Redefining or confirming the project scope
- Early consultation / presentation of information
- Confirmation of preliminary cost estimates
- Determination of first order cost–benefit

**Delivery strategy**

A clearly defined delivery strategy for such a complex project is a must to manage risks, capitalise on opportunities, keep the project on track from a time and budget perspective, and ensure that the support of stakeholders and the broader community is firstly gained, and then maintained over the long term.

Mapping out a framework for delivery of the project will include:

- Clearly defining the project objectives
- Setting the project governance and project management framework
- Appointment of a Project Manager
- Investigating options for access to land for site investigations and immediate works, ownership of assets and land tenure, including property acquisition
- Determining and mapping out planning requirements and approvals
- Investigating procurement options and determining delivery model(s)
- Risk planning and management
- Setting a consultation strategy
- Project execution planning, including development of an implementation plan aligned to project funding.

**Site investigations**

A range of site investigations will be undertaken at the preliminary design stage to further confirm the scope of works and cost estimates. Whilst some investigations could be deferred to the detailed design phase, undertaking these investigations at preliminary design stage will assist in the management of key project risks such as scope and budget.

Site investigations will require some clearance of vegetation on existing levee banks to allow access for the following:

- Engineering and cadastral survey
- Geotechnical investigations
- Heritage surveys
- Service locating and depthing.

**Preliminary design – immediate river condition and levee works**

The site walkovers, vegetation assessments and levee surveys are expected to largely inform the scope of works required for the immediate works to improve river condition (vegetation and silt removal and revegetation program) and immediate repair works to prevent failure of levees during the next flood event.

It is anticipated that preliminary level design should provide sufficient information for the works to be procured via a ‘design and construct’ contract, with considerations such as temporary works to be determined by the contractor.
Preliminary design Northern floodway – long term flood mitigation works

Preliminary design of the Northern Floodway, including new levee banks, will achieve notionally 70% design documentation, sufficient to more accurately determine the physical scope of works and footprint, and develop more accurate cost estimates.

The preliminary design will be based largely upon the outcomes of the scope confirmation, and reflective of the site investigations, together with feedback received through the consultation process and any other investigations undertaken as part of the development of the delivery strategy.

Documentation will include preliminary design drawings suitable for cost estimation by a Quantity Surveyor.

Detailed design

Detailed design will include final design activities, any additional site investigations required and documentation of the works to enable tender and construction. Final approvals will be gained throughout the detailed design phase.

At the completion of the detailed design, pre-tender cost estimates will be prepared by a Quantity Surveyor.

Procurement

Extensive documentation will be required, including consideration of staging of the works to suit the available budget. This stage involves preparation of documentation through to award of contracts.

How much will it cost to progress the project to on-ground works?

As summarised above, there is a significant amount of planning, investigative and design work to be done prior to undertaking any on-ground works.

Indicative costs associated with the major stages of work are summarised below.

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<td>Contractor Procurement – long term works</td>
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How much will the Northern Floodway cost?

Order of magnitude estimates for the cost to implement the Northern Floodway works, including the immediate river and levee remedial works, were prepared as part of the 2016 Flood Review project.

The estimate included allowance for design (concept and detailed), tender and administration, land acquisition and construction. A 30% contingency was allowed on the total, reflective of the feasibility level of work that has been undertaken to date.
The current estimate is summarised below. ‘Detailed Design’ costs differ from the cost provided above ($125,000 vs. $255,000) due to additional inclusions in the above design cost estimate.

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* From AWE (2017)

Excluding design (concept and detailed) and tender and administration costs, the capital construction cost is $14.5m, plus $11.9m land acquisition, including a 30% contingency allowance.

The above costs are for the implementation of immediate works as well as long term works. No breakdown of the costings is available, nor has any consideration been given to staging of the works.

A key step in progressing the implementation of the works will be updating the capital cost estimates (including land acquisition) at a number of milestones, including the scope confirmation stage, agreement on land tenure options (acquisition / compensation costs), preliminary design and detailed design / pre-tender.

At preliminary design stage, the services of a suitably qualified quantity surveyor will be engaged to prepare cost estimates for the various elements of the works. The services of a property consultant will be engaged to assist with the estimation of costs associated with securing the required access to land for the purposes of implementing the on-ground works.

**Floodway maintenance**

Ongoing maintenance of the Gawler River channel, levees and floodway will be required to maintain the new system to fulfil its intended flood mitigation function. Annual or scheduled maintenance is likely to come at significant cost to maintain the levees in good repair, and prevent the river returning to an overgrown state. Maintenance of the floodway system will be the responsibility of the GRFMA.

Maintenance costs, especially those related to levee maintenance, are likely to be driven by the extent of work undertaken during the construction phase. For example, if all levees are cleared and reconstructed with safe, trafficable crests, maintenance will be far easier and cheaper than maintaining levees with irregular cross sections not able to be safely accessed by vehicle. This is principally because it will enable maintenance tasks (level survey, inspections, weed spraying, repairs) to be undertaken by vehicle, rather than on foot.

Operations and maintenance costs will be estimated following confirmation of the project scope, and again following completion of the preliminary designs.

**Implementation Schedule**

Following the flood event of 2016, there is a renewed urgency to progress works that will afford a greater level of flood protection to properties in the lower Gawler River floodplain.
Whilst the new Northern Floodway and long-term levee upgrades are generally considered to be the major component of work associated with the overall proposal, the works to be undertaken as part of Recommendation 2 will provide some improved flood conveyance in the short term, at least during smaller events. It is therefore proposed to progress the river condition and immediate repair levee works as a matter or priority, subject to funding, establishment of landholder access agreements and approvals to undertake the works. It is anticipated that the necessary funding and approvals could be gained within a shorter timeframe than the body of work required to enable commencement of on-ground works associated with the Northern Floodway and levee replacement.

Construction may need to be undertaken in stages based on priority of works, legal issues and access availability and available budget. A detailed implementation plan will be prepared as part of the development of the delivery strategy.

Consulting with stakeholders and the community

From a community and landholder perspective there is likely to be a range of opinions and varying degrees of acceptance of the proposal presented. Effective engagement with stakeholders and the broader community will be key to the successful implementation of the project and managing the risk of project delays and cost overruns.

The consultation process will commence early, immediately following the additional modelling and clarification of the project scope. Consultation activities will be tailored to suit the intended audience, noting that these will range from those directly affected by the works to those with an interest in the proposal and from local and state government agencies to general members of the public. The level of support and eagerness to see the proposal implemented will vary due to factors such as reduced flooding, residual flooding (flooding not solved by the Northern Floodway) and impacts to property.

A range of stakeholders will be consulted at various stages throughout the project. These will include:

- Constituent Councils, in particular Adelaide Plains Council and the City of Playford, where the works are located.
- State and federal government agencies, as required to gain approvals
- Emergency services agencies responsible for flood warning and response
- Property owners directly affected by the works
- Property owners currently affected by flooding (but not by the works)
- Wider community / ratepayers
- Commercial developers with an interest in the works
- Other special interest groups that may be identified as part of the development of the consultation strategy.

The consultation strategy to be developed for the project will identify the specific consultation and engagement methods to be employed for each target audience. Owners of land on which construction works are likely to be proposed are a distinct group of the community who deserve special consultation attention.

Next Steps

The GRFMA are committed to progressing the Northern Floodway project development, as a matter of priority. In particular, there is a strong desire to commence works on vegetation and silt removal within the river channel, combined with immediate levee repairs and a strategic revegetation program within the next 12-18months.
To facilitate the project’s progression, the following immediate next steps are required, subject to commitment of funding:

- Confirmation of the project objectives
- Confirmation of the project scope, including vegetation assessments, assessment of existing levee condition and ground truthing of proposed infrastructure alignments
- Further modelling of additional flood scenarios, including an estimate of future damages avoided to inform a benefit cost assessment
- Early consultation with key stakeholders and the wider community via information release
- Review of project cost estimates
- Appointment of a Project Manager

Following this work and commitment to funding the immediate works, the necessary site investigations and approvals can be obtained to prepare concept designs of the immediate river condition and levee works, to enable tendering of the works.

An immediate budget commitment in the order of $165,000 for the scoping stage and $120,000-$150,000 for the first 12-month of Project Management support is required.

Future costs associated with developing the delivery strategy, site investigations, preliminary and detailed designs has been outlined elsewhere.
Part 2  Supporting Document
1 The Gawler River Floodplain Management Authority

The Gawler River catchment has historically experienced significant flooding, both within the Gawler Township and areas downstream. Flooding has occurred with reasonable regularity, on average every 10 years dating back to the earliest records in the mid-1850’s.

In recognition of this, the Gawler River Floodplain Management Authority (GRFMA) was formed in 2002 as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999, principally to manage the implementation of a strategy to mitigate flooding. It’s purpose is to:

- co-ordinate the construction, operation and maintenance of flood mitigation infrastructure in the Gawler River area (‘the Floodplain’)
- raise finance for the purpose of developing, managing and operating and maintaining flood mitigation works within the Floodplain
- provide a forum for the discussion and consideration of topics relating to the Constituent Councils’ obligations and responsibilities in relation to management of flood mitigation within the Floodplain
- enter into agreements with Constituent Councils for the purpose of managing and developing the Floodplain.

Six constituent Councils form the Regional Subsidiary, including Adelaide Hills Council, Adelaide Plains Council, the Barossa Council, Light Regional Council, Town of Gawler and the City of Playford. The Authority is governed by a Board.

The GRFMA Charter sets down the powers, functions, safeguards and accountabilities and a framework for the financial commitments of the GRFMA and each Constituent Council. The Charter provides for one independent person to be appointed as Chair of the Board, along with two representatives from each constituent Council, being the Chief Executive Officer (or delegate) plus one elected member. Each Council can also appoint a deputy board member. The GRFMA employs an Executive Officer to manage the business of the Authority and coordinate the activities undertaken on behalf of the GRFMA.

A Technical Assessment Panel has been appointed to support the decision making process of the Board, with delegated powers to provide advice and manage the technical aspects of the design, assessment and construction of the various parts of the Scheme. The assessment panel comprises representatives from Councils, DPTI, SA Water and DEWNR, along with the Chair of the Board and the Executive Officer.
Three significant flood events have occurred in the recent past, including 1992 (three separate floods), 2005 and 2016. Following the 2005 flood event, funding was approved to progress the works described in the GRFMA 2003 business plan, which included:

- The construction of a flood control dam on the North Para River near Turretfield.
- The modification the South Para Reservoir dam wall and spillway to provide 100-year flood control storage on top of full reservoir storage.
- The formalisation of controlled flow paths for floodwaters along the lower reaches of the Gawler River.

Significant works have been completed to date, including the flood mitigation dam on the North Para River (Bruce Eastick North Para Flood Mitigation Dam, completed in 2007) and alterations to the South Para Reservoir spillway (completed in 2012).

More recently, the 2017-2020 Business Plan identified the following priorities:

- Commissioning of a ‘fatal flaw screening assessment’ for the potential raising of the Bruce Eastick North Para Flood Mitigation Dam by up to 10 metres to provide additional flood protection for a 100-year Average Recurrence Interval (ARI) event to the township of Gawler and further downstream.
- Completion of a review of the 2016 flood event, including recommendations for addressing flooding within the lower reaches of the Gawler River.

Both of these studies were completed in 2017.

The Gawler River 2016 Flood Review report provides the following recommendations for works to be undertaken and provides first order indicative costs of $27 million:

- proposed Gawler River Northern Floodway
- upgrade and maintenance of the levee system
- management of silt and pest vegetation.

The GRFMA resolved to progress the report recommendations in 2017. Additionally, the GRFMA has resolved not to facilitate any further consideration of raising the height of the existing Bruce...
Eastick North Para Flood Mitigation Dam until initiatives recommended in the Gawler River 2016 Flood Review are implemented and outcomes considered.

This document forms a key step in progressing the works recommended in the 2016 Flood Review Report, described throughout as the Northern Floodway.

1.1 Northern Floodway funding model

The GRFMA is committed to progressing the Northern Floodway Project as a priority, subject to The Federal and State Governments confirming a commitment to fund all capital costs, including further design and development costs, associated with the Northern Floodway Project. The GRFMA acknowledges that ongoing operational and maintenance costs associated with the Northern Floodway will be its responsibility.

The GRFMA has sought formal commitment from all constituent Councils on progressing the Northern Floodway Project on this funding principle.
2 The Gawler River

The Gawler River is a river system of the Northern Adelaide Plains, which flows in a generally westerly direction from the confluence of the North and South Para Rivers at Gawler to Gulf St Vincent at Port Gawler. It is a perched river system and thus receives little inflow from adjacent land as it makes its way towards its outfall. Key features of the river and its catchment are shown on Figure 2.1.

Prior to development within the floodplain, flows would have frequently broken out of the river channel and inundated the broader floodplain, giving rise to the fertile soils within the region. Today, much of the river is flanked by levees. In some areas these are naturally formed (a natural feature of perched river systems), in other areas the levees are either man-made, or have been re-engineered in an attempt to prevent flooding of adjacent lands. In many cases, the levees are in poor condition and are prone to breaching and leakage.

The capacity of the river diminishes markedly from east to west, with a capacity of around 400 m$^3$/s near Gawler, to around 70 m$^3$/s at Port Wakefield Road and less than 10 m$^3$/s near Buckland Park lake, adjacent the coast. This diminishing capacity leads to flooding of the lower Gawler River$^2$ and its floodplain on a relatively regular basis.

Given the very limited catchment downstream of Gawler, flooding within the Gawler River is mostly driven by flows from the upstream catchments of the South Para and North Para Rivers, which join immediately downstream of the town of Gawler. The upstream catchment is substantial, with an area in excess of 1000 km$^2$.

The catchments of the North and South Para River are largely rural in nature, other than the townships of the Barossa Valley and other smaller population centres.

Within the lower Gawler River, on the northern side of the river is the Adelaide Plains Council, including the township of Two Wells and rural living area of Lewiston. Landuse within the flood prone area is characterised by a mixture of rural living, intensive animal husbandry and horticulture with anticipated population growth around Two Wells as part of the 30-year Growth Plan for Greater Adelaide.

South of the river, in the City of Playford, are the townships of Angle Vale and Virginia. The area comprises intense residential and commercial development in the townships, with broad acres predominantly horticulture and farming with associated hot houses, residential dwellings, outbuildings and other structures. Angle Vale and Virginia are also expanding substantially as part of the 30-year Growth Plan for Greater Adelaide.

In addition to residential, commercial and industrial expansion, the 30-year plan also maintains a strong commitment to growing the State’s food industry and protecting areas of primary production significance, further reinforced by the recent Northern Food Bowl Protection Areas Development Plan Amendment.

Given the significance of the flood prone areas both north and south of the river for future residential, commercial, industrial and high value horticultural development, the potential cost of damages associated with major flooding events has increased over time, and is expected to continue to do so if no effective flood mitigation works are implemented.

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$^2$ The lower Gawler River is generally regarded as being downstream of Boundary Road, or the boundary of Light Regional Council and Adelaide Plains Council.
2.1 Flood history

The Gawler River has been subject to major flooding on average every 10 years over the past 160 years. Earliest accounts date back to the mid-1800s with reports of the North and South Para and Gawler Rivers becoming “sweeping torrents” and washing away several houses at Buchesfeld (west of Gawler township). Whilst the incidence of major flooding has declined since construction of the South Para reservoir (1958) and an increase in the number of farm dams in the North Para catchment, these have not prevented major floods in very wet years when multiple large rainfall events have occurred. In recent history, major events have occurred in 1992 (September, October, December), November 2005 and October 2016.

The largest of these events, in October 1992, was estimated at 290 m$^3$/s at Gawler, with an Average Recurrence Interval (ARI)$^3$ of around 35 years. An estimated 200 homes were damaged during this event (The Advertiser October 29, 2012).

Although no homes were damaged when the Gawler River broke its banks in November 2005, around $40 million worth of crops were lost along with significant damage to public infrastructure such as roads.

Most recently, the Gawler River catchment experienced significant rainfall between late September and early October 2016 with falls ranging typically between 100 to 140 mm in the upper North and South Para River catchments. Due to the timing of the storm event, and the wet build up, the falls coincided with high water levels in the South Para Reservoir resulting in reservoir spill, compounding flows downstream within the Gawler River.

This resulted in a major flood event in the lower reaches of the Gawler River, with an estimated ARI of 20 years.

Although no homes were flooded, approximately 250 private properties along with local and state government infrastructure were severely affected by resultant flooding. Extensive loss of horticultural production and a significant damages repair bill reported to be in the order of $50 million resulted from this event.

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$^3$ The average recurrence interval (ARI) of a flood event is the number of years on average within which a given flood will be equalled or exceeded. For example, a 100-year ARI event may occur on average once in 100 years. Refer to Section 9 for further details.
The 2016 event was the first major flood since completion of the flood mitigation dam on the North Para River and works on the South Para reservoir to improve flood storage. The estimated peak flow at Gawler was in the order of 130 m$^3$/s, compared to around 270 m$^3$/s had the dam not been constructed.

2.2 Previous studies and investigations

Numerous studies have been undertaken since 1990 aimed at quantifying the extent of the flooding problem, mapping flood risk and assessing potential flood mitigation options for the Gawler River.

Following the flood event of 1992 a Flood Management Plan was prepared for the Gawler River, which outlined a number of options for flood mitigation, including works on the South Para River and a flood mitigation dam on the North Para River, upstream of Gawler (BC Tonkin and Associates 1994).

Following several revisions to the hydrology of the Gawler River catchment, including a major revision in 2007 (DTEI 2007) which predicted a significantly higher 100-year flood peak to that predicted by earlier work, a floodplain mapping study was undertaken which took advantage of more recent advances in aerial survey, hydraulic modelling and mapping techniques (AWE 2008). The study (updated in AWE 2015) produced flood inundation, depth and hazard maps for the Gawler River floodplain for the 50, 100 and 200-year Average Recurrence Interval events.

In 2016 a study of flood mitigation options was completed (AWE 2016) providing a long list and short list of potential structural flood mitigation options.

More recently, following the major flooding event of 2016, alternative flood mitigation options were investigated and form the basis of the current Northern Floodway proposal (AWE 2017).

The key recommendations of this report included:

Recommendation 1: “River and levee maintenance should be the responsibility of a single authority that has the necessary resources and access rights to maintain the river in good condition from a flood conveyance as well as biodiversity perspective.”

Recommendation 2: “River condition and levee maintenance repair work should be undertaken as a matter of high priority.”
Recommendation 3: “The GRFMA proceed with developing concept designs for the establishment of a Northern Floodway, in addition to the construction of a new river levee system so that consultation with affected landholders can proceed.”

Recommendations 2 and 3 are the subject of this prospectus document.

2.3 Quantifying flood risk and the economic cost of flooding

Historically, major overtopping of the banks of the Gawler River occurred for much of the river’s length for events larger than a 10-year ARI. Significant flooding commences within the Gawler township from both the North and South Para Rivers (AWE 2016). For the 100 year ARI event, flooding within Gawler itself can be expected, but is largely contained within the river valley. Downstream of Gawler, major breakouts commence immediately downstream of the Northern Expressway.

The 2015/16 modelling of the 100-year ARI flood, depicted on Figure 2.3, indicates a series of major breakouts occur around Boundary Road, where a significant proportion of floodwaters spill to the north towards Lewiston and Two Wells. Further, smaller breakouts occur downstream of Boundary Road, including spill to the south which will impact the Virginia township and associated growth precinct. Floodwaters overtop the major A1 transport route, Port Wakefield Road, before flowing around the proposed Buckland Park development area to the sea.

![Figure 2.3 100 year ARI inundation (AWE 2015)](image)

Flood hazard assessments undertaken in 2016 quantified the flood risk across the floodplain as low, medium, high or extreme flood risk. Hazard is the product of depth and flow velocity, and can be used to describe the direct risk to people presented by flooding. Figure 2.4 provides an indication of the number of flood affected residential properties classified according to flood risk.
Much of the floodplain area is prime horticultural and agricultural land, which continues to expand and forms part of the Northern Food Bowl. The population centres of areas of Angle Vale, Two Wells and Virginia will also continue to grow under the 30-year growth plan for Adelaide, with growth in some areas, including Virginia, currently limited by flood risk.

Flood damage estimates for the existing floodplain condition were prepared in 2016, following construction of the Bruce Eastick North Para Flood Mitigation Dam, which has reduced the impacts of flood events less than the 50-year ARI event, particularly within the Gawler township. These estimates are summarised in Table 2.1.

Table 2.1 Estimated flood damages (AWE 2016)

<table>
<thead>
<tr>
<th>Flood frequency (ARI)</th>
<th>Estimated damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 years</td>
<td>$15m</td>
</tr>
<tr>
<td>20 years</td>
<td>$24m</td>
</tr>
<tr>
<td>50 years</td>
<td>$102m</td>
</tr>
<tr>
<td>100 years</td>
<td>$182m</td>
</tr>
<tr>
<td>200 years</td>
<td>$212m</td>
</tr>
<tr>
<td>Probable maximum flood</td>
<td>$450m (assumed)</td>
</tr>
</tbody>
</table>

The average annual damage was calculated at $7.4m, with the present value damages at $109m.

The costs include direct tangible costs including damage to buildings and contents, public infrastructure, export crops and grazing land; and indirect tangible costs including emergency response, relief costs and grants, clean up and emergency accommodation. Intangible costs such as the value of lost business or social/emotional damage are not included, and therefore the true cost of floods is likely to be greater.
The damage assessment also provided an indication of the number of properties (allotments) affected by floods of various magnitudes as summarised in Figure 2.5. This includes those properties which experience over floor flooding only.

![Figure 2.5 Estimated number of properties affected by over-floor flooding (data from AWE 2015)](image)

These estimates are based on the existing catchment development state, and do not take into account potential damages associated with the expanding residential, commercial and industrial development associated with the 30-growth plan for Adelaide, nor expanding primary production, horticultural and rural lands associated with the Northern Food Bowl. It also only values loss to export crops, and therefore including local crops increases the damage estimates.

2.4 Managing flood risk

Flood protection, or the management of flood risk within the Gawler River catchment cannot be achieved by any single infrastructure solution, principally due to the significantly diminishing capacity of the river channel heading west across the floodplain, and limits on the size of flood mitigation storage that can be constructed upstream.

Flood mitigation within the overall catchment is based upon a number of elements, some of which are part of the overall flood management plan for the Gawler River, and some which pre-date these plans or have been constructed privately. Works generally fall into the category of:

- Upstream, catchment scale flood mitigation, as part of the Gawler River Flood Mitigation Scheme Mark I (and potential future works):
  - North Para River flood mitigation works – Bruce Eastick North Para Flood Mitigation Dam
  - South Para River flood mitigation works – amendments to the reservoir spillway
- Localised flood mitigation
  - Gawler township – minor works in and around Gawler township
  - Existing lower Gawler River flood levees.
- Lower Gawler River flood mitigation works, as part of the Gawler River Flood Mitigation Scheme Mark II – currently under consideration as the Northern Floodway proposal.
- Non-structural flood management – including development controls and other measures such as flood forecasting and flood warning systems.

**North Para flood mitigation works**

The Bruce Eastick North Para Flood Mitigation Dam was constructed in 2007, providing detention storage on the North Para River. It currently provides significant detention capacity for events up to a 40-year ARI, but has limited effect on events of 50-year ARI magnitude and greater. The 2016 flood event demonstrated the effectiveness of the dam for a 20-year ARI event, reducing the flood peak at Gawler from an estimated 270 m³/s (no dam) to 130 m³/s (with dam). It is expected that serious flooding through Lewiston and further downstream towards Two Wells could have been expected without the dam.

An assessment by AWE (2016) indicated that raising the existing dam crest by around 10 m, and thereby increasing the dam’s capacity, would significantly improve the flood protection within Gawler and some distance downstream in a 100-year ARI event.

A feasibility investigation has been undertaken (AECOM 2017) by the original dam designers, which found that there are no technical fatal flaws identified with raising the dam wall by 10 m, however there are a number of challenges to be addressed.

Whilst the dam will provide substantial flood protection to Gawler and for some distance downstream, it is not anticipated that the dam will provide 100-year ARI flood protection along the entire length of the river. Similarly, the northern floodway will not provide flood protection to upstream areas including Gawler and Two Wells.

Notwithstanding this, further investigations into the dam enlargement have been deferred, pending the outcome of the Northern Floodway project.

**South Para flood mitigation works**

The South Para Reservoir embankment and spillway was not designed originally for flood attenuation, but for water storage. One of the key recommendations of the 1994 flood management plan was to modify the embankment and spillway to provide active flood storage on top of the reservoir storage.

These works were completed in 2012, and provide 100-year flood storage for the South Para River within the reservoir. The 2016 event was the first major flood event since completion of the works. The works proved effective, with discharge from the reservoir less than would have occurred prior to the spillway works.

**Gawler township**

A significant length of levees exist within the Gawler township which have been constructed in a piecemeal fashion over time in an attempt to resolve localised flooding issues. The condition and effectiveness of these levees varies.

As part of the Northern Expressway construction, a localised levee system was constructed on the southern side of river, in the vicinity of Wingate Road, aimed at ‘funnelling’ floodwaters towards the main Gawler River crossing and thereby managing flooding impacts that may otherwise have been caused by the expressway embankment. A side spillway on the northern side of the river, flood bypass channel and second bridge opening also assists in managing floodwaters in the 100-year event at this location. Whilst a secondary consideration, the levee system has resulted in some localised reduction of flooding on the southern side of the river, upstream of the expressway.
Lower Gawler River

Much of the lower Gawler River is flanked by levees, either naturally formed or manmade/re-engineered to provide flood protection to floodplain properties. These levees are generally in a poor state of repair and are prone to breach and/or failure during significant events such as 1992, 2005 and 2016.

An inspection of the levees on the southern side of the river between Heaslip Road and Old Port Wakefield Road was attempted in 2016, following the flood event (Tonkin Consulting 2016). The state of disrepair was such that only around 45% of the roughly 12.5 km of levees were able to be traversed, due to a combination of dense vegetation, lack of access and general safety concerns.

Non-structural measures

Catchment-wide flood management within the Gawler River catchment will ultimately include a combination of structural and non-structural flood mitigation measures.

Non-structural measures such as a total flood warning system and more effective and consistent planning measures to manage new development are the most cost effective non-structural mitigation solutions.

Flood preparedness

Flood preparedness is a key non-structural means of reducing damages as a result of a flood. Flood preparedness involves making people aware of flood risk and how to best respond. There are four key elements to flood preparedness, or a total flood warning system:

- **flood awareness**: community awareness programs to enable landholders, residents and business owners to effectively respond to the onset of flooding

- **flood warning**: there is currently an effective flood monitoring system in place for the Gawler River catchment, managed by the Bureau of Meteorology (BOM). This consists of a series of automatic rain gauges and water level recorders, with data accessible in real time via the web. The BOM issue flood watch and flood warning services for the Gawler River catchment. Typically, 12 hours or more of warning can be provided for an impending flood.

- **flood response**: response of emergency services agencies, Councils and the general community during a flood which can impact on flood damages.

- **flood recovery**: assistance to flood-affected residents and businesses once the floodwaters have receded. The recovery phase post flood is critical to reducing social disruption and long lasting health issues associated with trauma.

Development / planning controls

Planning controls typically involve setting floor heights above the predicted flood level for the design flood. If applied correctly this measure will not substantially change the flood behaviour across the floodplain. Increased resilience can be achieved by incorporating a freeboard allowance above the design flood level; the higher the freeboard the greater the resilience.

Development and planning controls are implemented within each Council’s development plan.
What is the Northern Floodway?

3.1 The proposal

The Northern Floodway concept, and associated works were investigated following the flooding of 2016. The Gawler River 2016 Flood Review Project Report (AWE 2017) made the following recommendations:

Recommendation 1: “River and levee maintenance should be the responsibility of a single authority that has the necessary resources and access rights to maintain the river in good condition from a flood conveyance as well as biodiversity perspective.”

Recommendation 2: “River condition and levee maintenance repair work should be undertaken as a matter of high priority.”

Recommendation 3: “The GRFMA proceed with developing concept designs for the establishment of a Northern Floodway, in addition to the construction of a new river levee system so that consultation with affected landholders can proceed.”

Recommendations 2 and 3 collectively form the ‘Northern Floodway’ proposal.

There are three primary elements forming part of the overall concept:

- Levee improvements (immediate and long term) and ongoing maintenance
- River channel works – including strategic sediment and vegetation removal and revegetation – and ongoing maintenance
- A new levee and Northern Floodway system downstream of Old Port Wakefield Road.

Recommendation 2 acknowledges that there are immediate issues that could be addressed to reinforce the levee system and reinstate channel capacity at known problem locations whilst the longer-term, more significant mitigation strategy is progressed. Whilst the channel works forming part of Recommendation 2 are not considered effective at mitigating large-event flooding in their own right, it is expected that these would provide an immediate benefit during smaller, more frequent events. Recommendation 2 and 3 are complementary, with the investigation and implementation work associated with Recommendation 2 forming the early stages of Recommendation 3.

Levee improvements

Existing levees are mostly in very poor condition due to either poor construction originally, or a lack of maintenance over time. Sections of levee banks have failed during historical floods, including 1992, 2005 and 2016.
In the short term, as part of Recommendation 2, the works will involve repairs to damaged levees (which in some areas may require complete replacement), and those sections of levees considered to be most vulnerable to failure during the next flood.

In the longer term, the majority of levees between Pederick Road and the Railway bridge (and potentially upstream of Pederick Road) will need complete replacement with appropriately engineered flood levees of sufficient height and cross section to fulfil their intended flood mitigation function, whilst also being accessible for safe long-term maintenance.

Ongoing maintenance will include managing weed growth, erosion and bank stability. It is recommended that these actions rest with a single authority with the responsibility and resources necessary.

**Channel works**

As part of Recommendation 2, the “no regrets” actions anticipated to provide some immediate benefit in terms of reducing flood risk include:

- Sensitive removal of pest and nuisance plants and revegetation as necessary with appropriate native plants species that will not unnecessarily impede flood flows.
- Sensitive removal of accumulated sediment around key structures such as the Railway bridge, Baker Road crossing, Old Port Wakefield Road Bridge and the Port Wakefield Road highway bridges that is impairing the capacity of these crossings to convey flow through them.
Whilst simple in nature, these works are somewhat complicated by the fact that the river is currently under private ownership with property boundaries (and the local government boundary) being near the centre of the river.

Consideration will also need to be given to the effect that weed and silt removal will have on short and long-term bed and stream bank stability. Successful revegetation with appropriate species will be key to long-term management of this potential issue.

**New levee and northern floodway works**

The new levee and floodway works referred to as the Northern Floodway is comprised of the following:

- Levee Bank improvements from Pederick Road (and potentially further upstream) to the Rail Bridge east of Old Port Wakefield Road
- A side spillway on the northern bank of the Gawler River upstream of Old Port Wakefield Road to divert water into the floodway
- New culverts under Old Port Wakefield Road to provide sufficient capacity for floodway flows. This includes raising a section of Old Port Wakefield Road to the north.
- A new levee system to contain flows within a designated flow path on the northern side of the river to Port Wakefield Road.
- A second spillway on the levee upstream of Port Wakefield Road to allow overtopping further to the north in large events, but preventing flooding north of Gawler River Road.
- A new levee system on the floodplain to the west of Old Port Wakefield Road to contain flows within a designated flow path north of the river, then directing flows back towards the main river channel towards the western extent of the Buckland Park development area.
- Flows will spread out through the floodplain from this point, or be guided through the Buckland Park residential development, should it be developed.

The proposed works are illustrated in Figure 3.3.
3.2 Why is the floodway needed?

Due to the naturally diminishing capacity of the Gawler River channel as it flows west, it is not feasible to rely on any single flood mitigation solution to control flooding for the river’s entire length during significant flood events.

Whilst flood control dams are very effective at reducing flood peaks, there is a limit to their size, and therefore the extent to which they can mitigate flows.

The existing Bruce Eastick North Para Flood Mitigation Dam on the North Para River is extremely effective at reducing flood peaks, at least for events up to and including a 20-year ARI event. This was demonstrated during the 2016 flood in which the estimated flood peak at Gawler was reduced from 270 m³/s to 130 m³/s. Despite this substantial reduction, the 2016 flood also demonstrated that even the reduced flood peak of a 20-year ARI event can cause substantial flooding in the lower reaches of the river.

The effect of increasing the capacity of the Bruce Eastick North Para Flood Mitigation Dam by raising the dam wall by 10 m was investigated in 2016 (AWE 2016). The modelling indicated that in a 100-year ARI event the flood peak could be reduced from 635 m³/s to 170 m³/s at Gawler. Whilst this has a substantial benefit to the Gawler Township and properties and townships on the northern side of the river, breakouts still occur on the southern side of the river near Virginia and horticultural areas will be subject to flooding, presumably in a similar manner to that which occurred in 2016. The peak discharge from the enlarged dam in a 20-year event would not change substantially, and therefore these works would not have prevented the flooding which occurred in 2016.

This indicates that even with a larger upstream flood mitigation dam, supplementary flood mitigation works are required in the lower reaches of the river to prevent flooding of property, closure of roads and potential damage to infrastructure.

The Northern floodway has been assessed as the preferred means of achieving the desired flood protection.

3.3 Are there any alternatives?

A number of possible flood mitigation solutions for the Gawler River have been investigated since the original Flood Management Plan completed in 1994.

In addition to those works already completed (South Para Reservoir works and North Para flood control dam), a summary of the options identified is provided below. Some have been examined in detail by way of modelling and costing, others were discounted early on the basis of expected triple bottom line implications.

Table 3.1 Flood mitigation alternatives explored over time

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994 Flood Management Plan (BC Tonkin &amp; Associates)</td>
<td>Construction of levees both sides of the river to create a 450 m wide floodway on the northern side of the river. Deemed to have high cost due to major earthworks and unacceptable environmental impacts.</td>
</tr>
<tr>
<td>Parallel floodway between Gawler and Port Wakefield Road.</td>
<td></td>
</tr>
<tr>
<td>Channel enlargement (to either 200 or 400 m³/s)</td>
<td>Deemed to have high cost due to major earthworks and unacceptable environmental impacts.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Off-stream storage</td>
<td>Storage on northern side of river upstream of Heaslip Road with low flow discharge to Salt Creek. Would not achieve 100 year ARI standard, unless combined with a second option such as channel widening. Therefore, not considered feasible due to high costs.</td>
</tr>
<tr>
<td>2016 Mitigation Options investigation (AWE 2016)</td>
<td></td>
</tr>
<tr>
<td>Channel modifications</td>
<td>Modelling was used to determine the effectiveness of removing dense vegetation from within the river channel. The effect on flood conveyance was found to be minimal. As part of the same exercise, consideration was given to increasing the channel capacity by widening the base and steepening banks. This option was not considered further due to anticipated costs and the environmental impacts.</td>
</tr>
</tbody>
</table>
| Flood bypass                               | Two flood bypass options were identified:  
- Following the main breakout flowpath through to Salt Creek.  
- Following an alignment alongside the main river channel for the full length. This option is similar to that investigated in 1994. These options were not considered further due to the substantial earthworks required and the expected social and environmental impacts on properties. |
<p>| Leveses                                    | Whilst strategic levees to protect higher density areas of residential and horticultural development were considered further (refer below), widespread levees along the entire length of the river were not considered further due to the upstream flooding impacts they can cause, risk of failure and flooding impacts caused outside the flood zone when overtopped. |
| Retarding basin downstream of Gawler       | No considered a viable option due to the large land area required, high costs and high social and environmental disruption.                                                                                                                                                                                                            |
| Strategic levees in the lower Gawler River floodplain to protect higher density residential and horticultural development (Gawler, Two Wells, Virginia) | A shortlisted option as part of the 2016 study. Involved three sets of strategic levees to protect areas of higher density development whilst minimising upstream or downstream impacts. The levees targeted Gawler, Two Wells and Virginia. Whilst protecting higher density areas, with a specific focus on residential development, the levees would do little to prevent flooding of agricultural, grazing and horticultural areas. This is a less costly, but less effective option to the Northern Floodway. |
| 2016 Flood Review Report (AWE 2017)       | Investigated in detail by modelling. Similar to options identified previously. To provide 100 year ARI standard, solution involves widening the channel to 20 m between Baker Road and Old Port Wakefield Road, and to 30 m downstream of Old Port Wakefield Road. Also requires levee improvement works. Costs expected to be excessive (four times the Northern Floodway) with significant environmental and cultural impacts. |</p>
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desilting and vegetation removal within the river channel and construction of a new outlet channel from Buckland Park lake to the sea.</td>
<td>Similar to that identified in 2016. Involves deepening the river bed by 1 m over a 15 km length, clearing vegetation and constructing a new outlet channel downstream of Buckland Lake. This option was found (by modelling) to have limited effectiveness during large flood events.</td>
</tr>
<tr>
<td>Northern Floodway</td>
<td>Preferred option, as identified above.</td>
</tr>
</tbody>
</table>
The expected reduced extent of flooding for the 2016 event with the Northern Floodway constructed is illustrated in Figure 3.4. The areas expected to be flood free are shown in green.

- 211 properties protected
- Port Wakefield Road remains open
- Angle Vale Road remains open

Figure 3.4 Expected reduced extent of flooding for 2016 event with floodway constructed (Note: this modelling assumes the Buckland Park development is not completed.)
4 Progressing the project

4.1 How will the project progress?

To date a desktop only study has been completed to determine the feasibility and effectiveness of the Northern Floodway concept. This has relied upon the results of hydraulic modelling to inform the infrastructure requirements such as the need to upgrade existing levees, culverts and bridges, and the need for new levees and floodways. No site investigations have been undertaken to validate the project’s feasibility, and to date stakeholder consultation has been limited to the Technical Assessment Panel and Northern Floodway Working Group.

The current estimated project cost of $27m has been estimated on the basis of the desktop investigation and modelling (AWE 2017).

In order to progress the implementation of the Northern Floodway works (Recommendations 2 and 3) a number of key investigations and further work will be undertaken.

This section outlines this work, describing why it is needed and briefly what is required. It is likely that the need for additional studies or investigations may be identified as the project progresses.

The works are structured into a number of key project ‘stages’, as depicted in Figure 4.1. The scope of works required for future stages will be reviewed throughout, or at least at the conclusion of each stage. Figure 4.1 also indicates some of the key feedback loops likely to occur as the project progresses. The significance of the feedback loops is that is recognises that at points during the project things may be discovered that require some revisiting of previous work.

![Figure 4.1 Key project development elements](image)

It is proposed to progress the river condition and immediate repair levee works (Recommendation 2) as a matter or priority, subject to funding, establishment of landholder access agreements and approvals to undertake the works. It is anticipated that the necessary funding and approvals for the immediate works could be gained within a shorter timeframe than
the work required to enable commencement of on-ground works associated with the Northern Floodway and levee replacement.

Notwithstanding this, it is expected that the scope confirmation / ground truthing phase will need to be completed, prior to progressing further with either recommendation.

Extensive consultation will be undertaken throughout all stages of the project’s development, along with regular review of the risk profile and review and updating of the project’s estimated cost at key milestones.

4.2 Confirm the scope

A key first step in progressing both Recommendation 2 and 3 will be to confirm the scope of works necessary to achieve the desired level of flood mitigation. This will be achieved through a combination of additional modelling, site investigations and early engagement with stakeholders.

Tasks will include:

- **Clearly defining the project objectives** – what standard of protection is the project aiming to achieve, and how does this relate to the overall flood mitigation plan for the wider catchment/floodplain. This will include determining stakeholder/community expectations for flood protection.

- **Additional flood modelling**: modelling of additional design flood events from 20-200 years. It is suggested these be modelled with and without the enlarged Bruce Eastick North Para Flood Mitigation Dam. Based on the outcomes of the 100-year ARI modelling, an assessment can be made as to what standard of flood immunity can be achieved with the current concept or minor additional works.

- **Climate change assessment**: current climate change predictive models estimate that whilst the climate is expected to become warmer and drier, the intensity of rarer rainfall and flood events is likely to increase. The additional modelling will include a sensitivity analysis of altering rainfall intensity to determine the impact this has on peak flows and the effectiveness of the flood mitigation solutions.

- **Consider staging**: Consideration will be given as to how the works can be staged such that implementation of some works does not increase the flood risk in other areas until such time as the whole of the works are completed.

- **Damage estimates**: The results of the modelling can be used to estimate the reduction in flood damages (per event, average annual, present value) by completing the works (future flood damages avoided). This will form a key input to the estimation of the project’s benefit-cost ratio.

- **Ground truthing / site walkovers**: this will include:
  - **Further inspection of existing levees** (where feasible) to determine those sections in need of immediate remedial works to improve function and reduce the risk of failure and/or overtopping in the short term.
  - **River condition survey**, including vegetation assessments and identification of areas of silt build up. This will inform the scope of works for vegetation removal and silt removal.
  - Preparation of a spatial data layer documenting river and levee condition.
  - **Ground truthing** of new levee and floodway proposals to refine and/or confirm the conceptual alignments and infrastructure upgrade requirements.

- **Redefine/confirm scope** on the basis of the outcomes of the additional modelling and ground truthing.

- **Early consultation / presentation of information**: The approach to consultation is discussed further in Section 5. Prior to consulting in earnest with stakeholders, including the wider
community, it is considered important to achieve the right balance between having sufficient information on the proposed works (e.g. footprint, benefits) whilst consulting early enough such that the community feels that they have an opportunity to provide feedback. The additional modelling and ground truthing is expected to provide sufficient information to enable commencement of the detailed engagement process.

- **Adjust / confirm preliminary cost estimates**: Existing high level capital cost estimates will be refined following confirmation of the scope. This will include splitting the cost estimate in accordance with the proposed staging, in particular costs associated with the river condition works, levee improvements and Northern Floodway works.

- **Determine first order cost–benefit**: based on the outcomes of the additional modelling, damage estimates and revised cost estimates.

### 4.3 Delivery strategy

A clearly defined delivery strategy for such a complex project is a must to manage risks, capitalise on opportunities, keep the project on track from a time and budget perspective, and ensure that the support of stakeholders and the broader community is firstly gained, and then maintained over the long term.

#### Governance and project management framework

The GRFMA is currently undertaking a review of its Charter and Governance framework. This review will consider the cost sharing arrangements for the GRFMA operations and confirm the representation, roles and responsibilities of the various groups / panels.

A separate consultation process with Constituent Councils, outside the annual budget process, will be undertaken, as appropriate, by the GRFMA on the solution designs, costings and funding mechanisms required by Local, State and Federal Governments and other funding partners. Councils and the GRFMA will then subsequently agree the most appropriate process to recognise and achieve required contributions.

In order to manage the implementation of the Northern Floodway works, it is intended that a Project Management Group be established to direct the program of works, with a Project Manager appointed to facilitate implementation.

The draft proposed structure is shown in Figure 4.2.

*Figure 4.2 Draft proposed GRFMA structure*
Ownership and land tenure

A critical aspect of progressing the project will be addressing land tenure considerations to enable the proposed works to be completed/constructed, and to enable the river and levees to be maintained long term in accordance with the endorsed recommendation of the 2016 Flood Review report.

In accordance with Recommendation 1 of the 2016 Flood Review project report “River and levee maintenance should be the responsibility of a single authority that has the necessary resources and access rights to maintain the river in good condition from a flood conveyance as well as biodiversity perspective.”

The works are expected to be located entirely within the Adelaide Plains Council and City of Playford local government areas. The local government boundary is approximately down the centre line of the river. Given that the works are split between two local government entities, it is proposed that the ownership and future management of the river and levees will rest with the GRFMA.

With the river currently under private ownership, a change to the land ownership and/or tenure will be required to afford the GRFMA these rights.

Options are likely to include:

- outright purchase and freehold tenure of the main river channel and land required for flood mitigation works (‘subject land’) with potential lease back options
- establishment of an easement over the subject land
- establishment of land management agreements over the subject land
- a combination of the above.

Outright purchase is likely to be the most costly option, but will afford the GRFMA the greatest control over the land long term. Conversely, establishment of a land management agreement whilst less costly, may not achieve the rights required by the GRFMA for long term management of the river and any associated assets.

Under the GRFMA’s Charter, the Authority does have the power to compulsorily acquire land in accordance with the Land Acquisition Act 1969 for the purposes of flood mitigation. Whilst acquisition by negotiation is preferred over compulsory acquisition, it may be that right must be exercised in some cases.

The services of a land access, valuation and property consultant will be sought to examine options and provide recommendations for land access and acquisition. This will include assessment of affected properties (based on the expected footprint), extensive consultation and negotiation with affected landholders, land valuation and an estimation of the costs of acquisition or otherwise.

Planning requirements and approvals

Planning and approval requirements will be determined early in the project to minimise the risk of delays to the project associated within gaining approvals.

It is unlikely that the immediate works will require approval under the Development Act 1993, assuming no regulated or significant trees will be removed. Approval is likely to be required under the Natural Resources Management Act 2004, with clearance of native vegetation approved under the Native Vegetation Act 1991.

The construction of the levee banks and spillway (long term works) is likely to require planning approval under the Development Act.
Given the development straddles local government zone boundaries, an option involves requesting the Planning Minister to have the application assessed by the State Commission Assessment Panel (SCAP). Alternatively, as the proposed development:

- Is not listed within Schedule 10 (Decisions by the Development Assessment Commission (now SCAP)) of the Development Regulations
- Is not captured by Section 49 (Crown development and public infrastructure) of the Development Act

each Council can assess (grant Development Plan Consent) the component of the proposed development that is relevant to its area.

The approvals pathway, and full list of approvals required will be determined as part of a planning study to be completed in the early stages of the project.

Existing zoning

A 50 m Conservation zone within Adelaide Plains Council exists on the northern side of the river (from river centre line), along with a 100 m Metropolitan Open Space System (MOSS) zone within the City of Playford on the southern side of the river (from the river centre line). Outside of the conservation zones, the northern floodway will be constructed within land zoned Primary Production within Adelaide Plains Council.

In each of these zones, land division is allowed for the purposes of flood mitigation works.

Procurement options

As part of the project planning and determination of the delivery framework, procurement options for the on-ground delivery of works will be considered.

Options include:

- Traditional design, tender, construct
- Design and Construct
- Early Contractor Involvement

Different packages of work may be delivered via different procurement models, for example detailed design of immediate works may not be required. The works may be better procured via a design and construct contract, working to a defined scope of works and performance/technical specification. This depends on the potential for innovative approaches in method to improve project value vs. potential additional costs associated with the transferral of risk.

Regardless of the procurement approach adopted for the Northern Floodway works, given the challenges associated with some elements of the work (for example, levee replacement) there would be benefit to seeking input from a construction contractor to address constructability issues and how these might influence the design or project costs. This will be subject to effective management of any potential probity issues.

A part of the procurement investigation, consideration will be given to staging based on priority areas, access limitations, any legal issues associated with land purchase or access and budget availability. Availability of materials for levee construction within the region may also require consideration.

Risk planning and management

The success of such a significant project will be dependent upon effective management of project risks and opportunities. In the early stages of the project a risk planning workshop will be undertaken with a range of project stakeholders to identify key risks and opportunities, and how these will be managed to reduce the likelihood of risks jeopardising the project’s success, along with how the design can capitalise on any opportunities.
A risk register will be prepared which will be maintained and updated throughout the project’s lifecycle.

Key risks and opportunities are likely to include:

- **Stakeholder / community acceptance**: Extensive consultation will be essential to gain stakeholder and community support for the proposal. Failure to gain this support may jeopardise the project’s success.

- **Funding**: The project cost is significant, and will require financial support from all tiers of government (local, state, federal). In particular, the cost apportionment and local government’s capacity to fund is considered a key project risk, should the necessary support not be gained from state and federal governments.

- **Project Costs**: To date very high level project cost estimates have been prepared, based upon very limited design detail. As the design is developed to a greater level of detail, estimates will be updated to gain further confidence in the project costs. There is a risk that as further detail is added to the estimates, the cost of the project may increase, placing pressure on any funding commitments.

- **Constructability**: Full consideration of the scope of works required, safe construction methodologies and the availability of materials within the region may influence project cost and overall schedule.

- **Access**: Much of the river and Northern Floodway alignment is under private ownership. In order to progress the project, including immediate works and site investigations, access to private property will need to be negotiated.

- **Land acquisition**: As above. The success of the long-term solution will require some property acquisition for construction of the works and effective ongoing maintenance. Negotiating property acquisition represents a real risk to the project budget and schedule.

- **Scope creep**: It is possible that a range of challenges and complexities may arise as the designs progress. Scope creep will place pressure on the project budget, and if not effectively managed may result in the need to down-scope to reduce project costs, which may in turn reduce the effectiveness of the solution.

- **Funding for ongoing maintenance**: Long-term flood mitigation within the lower Gawler River will be dependent upon effective maintenance of the river channel and levee systems. This will require an ongoing, annual commitment by each of the GRFMA’s constituent Councils to fund the necessary maintenance.

- **Level of flood protection**: Optioneering to improve the level of flood protection provided, without substantially increasing costs, should be explored.

**Consultation strategy**

As part of the project delivery strategy, a Consultation Strategy will be prepared by an independent consultant on behalf of the GRFMA. This document will outline the target audiences for consultation, the planned methods of engagement and consultation, and the key stages at which the consultation will occur.

Further details on the intended consultation is provided in Section 5.

**Project execution plan**

A Project Execution Plan will be developed for each major package of works, prior to commencing with the design activities. These documents will serve as a guiding document throughout the project’s implementation.
4.4 Site investigations

A range of site investigations will be undertaken at the preliminary design stage to further confirm the scope of works and cost estimates. Whilst some investigations could be deferred to the detailed design phase, undertaking these investigations at preliminary design stage will assist in the management of key project risks such as scope and budget.

Levee clearance

As a first step some clearance of dense vegetation along the alignment of existing levee banks will be undertaken, subject to approval, to enable access for surveys and site investigations. Rather than complete clearance, it is anticipated that sufficient slashing be undertaken to enable safe traverse by foot for the purposes of top of levee survey, visual inspection of levee condition and cultural heritage surveys. By minimising clearance to just that necessary to facilitate access for surveys, any immediate impacts on levee stability due to loss of vegetation will be managed.

More substantial clearance of vegetation will be undertaken as part of the reconstruction works, and at this stage consideration will need to be given to the effect that this may have on bank stability.

Engineering survey

A two stage approach to survey will be implemented.

Existing Levee banks: initially, unless sufficient information can be gained from the current digital elevation model, survey of top of bank levels will be undertaken to determine any sections of levee bank most at risk overtopping in the short term. Ultimately, survey of the levee banks’ existing cross section will be undertaken to inform the detailed design of the longer term remedial works.

Alignment of new levee banks: Full engineering and cadastral survey of new levee bank alignments to inform the design process. Subject to funding, this could be deferred to the preliminary design stage.

Geotechnical investigations

Geotechnical investigations will be required for the long-term levee replacement and construction of new levees to determine the suitability of local materials for reconstruction of levees. Any levees deemed to not require significant reconstruction may also need testing to ascertain their structural integrity.

Heritage surveys

A cultural heritage investigation will be undertaken to determine any constraints and/or areas requiring management during construction. The services of a cultural heritage consultant will be utilised to initially undertake a desktop assessment, followed by any site investigations that may be deemed necessary.

It is acknowledged that the Kaurna people have recently been officially recognised as the traditional owners of the Adelaide Plains (and beyond), with native title rights granted over parcels of land not under freehold between Myponga Beach in the south and Redhill in the north. This ruling is unlikely to affect the Northern Floodway works, however will be considered as part of the cultural heritage study.

Service locating and depthing

A services investigation to determine the location of public and private services will be undertaken to identify any significant service clashes that will require attention during the detailed design stage. Early identification of potential service clashes will enable timely engagement with service authorities and management of potential time and cost implications.
Dependent upon an initial Dial Before You Dig Search, physical service locating and depthing may be undertaken.

4.5 Preliminary design – immediate river condition and levee works

Immediate river condition works

The site walkovers, vegetation assessments and documentation of river condition are expected to largely inform the scope of works required for the interim works to improve river condition (vegetation and silt removal).

Preliminary design tasks will include:

- Documentation of the scope of works – extent of vegetation clearance and silt removal, extent of revegetation and species selection
- Consideration of the effect that weed and silt removal will have on short and long-term bed and stream bank stability and identification of management actions (revegetation or engineered solutions).
- Preparation of a technical specification
- Agreement on access requirements and provisions
- Documenting safety in design considerations
- Preparation of cost estimates, by Quantity Surveyor.

It is anticipated that this should provide sufficient information for the works to be procured via a ‘design and construct’ contract, with considerations such as temporary works to be determined by the contractor.

Immediate levee repair works

The scope of repair works required immediately to reduce the risk of failure during the next flood will be determined by physical inspection and top of levee survey. Repair works are likely to focus on significant low points, existing failures and locations where obvious defects indicate potential failure in the short term. The best chance of identifying high risk areas will be to undertake some clearance of vegetation on the levees to enable the whole length of levees (both sides) to be walked.

Similar to the river condition works, preliminary design will include:

- Documentation of the scope of works – extent of levee repairs required
- Preparation of a technical specification
- Agreement on access requirements and provisions
- Documenting safety in design considerations
- Preparation of cost estimates, by Quantity Surveyor.

It is anticipated that this should provide sufficient information for the works to also be procured via a ‘design and construct’ contract, with considerations such as temporary works and sourcing of material to be determined by the contractor.

4.6 Preliminary design Northern floodway – long term flood mitigation works

Preliminary design of the Northern Floodway, including new levee banks, will achieve notionally 70% design documentation, sufficient to more accurately determine the physical scope of works and footprint, and develop more accurate cost estimates.
The preliminary design will be based largely upon the outcomes of the scope confirmation, but reflective of the site investigations, feedback received through the consultation process and any other investigations undertaken as part of the development of the delivery strategy.

Documentation will include preliminary design drawings suitable for cost estimation by a Quantity Surveyor.

At preliminary design stage, any options for staging of the works, such as commencement of the new Northern Floodway works ahead of the existing levee upgrade works will be investigated in detail such that they can be considered in the context of project funding and management of any interim flooding implications.

4.7 Detailed design

Detailed design will include final design activities, any additional site investigations required and documentation of the works to enable tender and construction.

Final approvals will be gained throughout the detailed design phase.

At the completion of the detailed design, pre-tender cost estimates will be prepared by a Quantity Surveyor.

4.8 Procurement

Tender documentation, management of the tender process and tender review through to contract award will be required along with consideration of staging and risk allocation.
5 Early and ongoing consultation

From a community and landholder perspective there is likely to be a range of opinions and varying degrees of acceptance of the proposal presented.

Effective engagement with stakeholders and the broader community will be key to the successful implementation of the project and managing the risk of project delays and cost overruns.

The consultation process will commence early, immediately following the additional modelling and clarification of the project scope. Consultation activities will be tailored to suit the intended audience, noting that these will range from those directly affected by the works to those with an interest in the proposal and from government agencies to general members of the public. The level of support and eagerness to see the proposal implemented will vary due to factors such as reduced flooding, residual flooding (flooding not solved by the Northern Floodway) and impacts to property.

5.1 The stakeholders

A range of stakeholders will be consulted at various stages throughout the project. These will include:

- Constituent Councils, in particular Adelaide Plains Council and the City of Playford, where the works are located
- State and federal government agencies, as required to gain approvals
- Emergency services agencies responsible for flood warning and response
- Property owners directly affected by the works
- Property owners currently affected by flooding (but not by the works)
- Wider community / ratepayers
- Other special interest groups that may be identified as part of the development of the consultation strategy
- Commercial developers (e.g. Buckland Park).

The consultation strategy to be developed for the project will identify the specific consultation and engagement methods to be employed for each target audience.

5.2 Consultation activities undertaken to date

To date, no formal consultation with affected landholders or the broader community has been undertaken on the Northern Floodway concept specifically.

During completion of the 2016 Flood Review, a Working Group was established to assist the Technical Assessment Panel throughout the project (referred to as the Northern Floodways Working Group). The group comprised members of the Technical Assessment Panel plus seven landholders.

The terms of reference for the Working Group were as follows:

- Promote dialogue between landholders and the GRFMA’s Technical Assessment Panel
- Contribute to the identification of flood mitigation options to be assessed for the lower Gawler River and presented to the GRFMA
- Provide feedback on the merit of the options assessed
• Identify a preferred option (or provide a short list of preferred options up to three) for presentation to the GRFMA
• Have its views and decisions noted and included within the study report.

Consultation with the Working Group throughout the development of options as part of the 2016 Flood Review indicated the following:

• It is anticipated that the Working Group would collective agree with Recommendation 2 (immediate works)
• It is anticipated that the majority of the Working Group would agree with Recommendation 3 (long term Northern Floodway works), but some landholder members of the group would not.

5.3 Planned consultation

The stakeholder and community consultation process will be developed and facilitated by an independent consultant on behalf of the GRFMA. Following the initial consultation process, focussed on providing a summary of the project, including how and when people will be able to provide feedback, a consultation strategy will be developed for roll-out during the project development and implementation stages.

Broadly, the consultation process will aim to:

• Provide information to stakeholders and the broader community on the Northern Floodway proposal, including:
  – Flooding risk within the lower Gawler River, and why is action needed
  – Options identified previously and why the Northern Floodway is the preferred option
  – What the proposal is
  – How can interested parties provide feedback on the proposal
• Seek feedback on the proposal from key stakeholders and the broader community on:
  – Expectations for flood protection (e.g. level of protection)
  – Level of support for the Northern Floodway proposal
• Seek additional feedback from owners of properties directly affected by the works regarding their specific concerns and perceived opportunities
• Collate and summarise feedback for use during subsequent stages of the project.

The consultation process will likely entail:

• Preparation and distribution of information materials and feedback forms
• Briefings, meetings (both one-on-one and in group settings as appropriate) and open days
• Fact sheets and updates addressing key aspects of the proposal, and progress over time
• Maintenance of a project website.

The early stages of consultation, at the scope confirmation stage will focus on preparation and distribution of information, and seeking of initial feedback. As the project progresses, the nature of consultation will become more detailed and focussed, particularly in regards to landholders and stakeholders directly affected by the works.
6 Implementation schedule

6.1 Proposed staging

Following the flood event of 2016, there is a renewed urgency to progress works that will afford a greater level of flood protection to properties in the lower Gawler River floodplain.

Whilst the new Northern Floodway works and long-term levee upgrades is generally considered to be the major component of work associated with the overall proposal, the works to be undertaken as part of Recommendation 2 will provide some improved flood conveyance, at least during smaller events. It is therefore proposed to progress the river condition and immediate repair levee works as a matter of priority, subject to funding, establishment of landholder access agreements and approvals to undertake the works. It is anticipated that the necessary funding and approvals could be gained within a shorter timeframe than the body of work required to enable commencement of on-ground works associated with the Northern Floodway and levee replacement (Recommendation 3).

This is reflected in the scheduling diagram provided in Section 6.2.

Options to stage the implementation of the new Northern Floodway and long-term levee upgrades will need to be considered in further detail to ensure that any interim flood impacts can be adequately managed. It is generally recommended that works be constructed commencing at the downstream end of the system.

6.2 Project scheduling

A representation of the tasks to be undertaken in order to progress to on-ground works, is provided below. The graphic indicates that a number of tasks can be undertaken in parallel, and that it should be possible to commence immediate river and levee works well ahead of the more substantial Northern Floodway works.

The schedule does not show:

- Negotiating and securing funding
- Sourcing of materials
- Resolution of legal issues
- Iterations to the design process as a result of feedback, access issues, funding shortfalls and the like.
### SCOPE CONFIRMATION
- Additional modelling & damage reassessment
- River channel condition surveys / vegetation assessment
- Levee inspection & Northern floodway alignment
-2D/3D computer models & documentation
- Update indicative cost estimates & estimate BCA
- Prepare information package
- Initial Consultation

### DELIVERY FRAMEWORK
- Governance arrangements
- Establish project management group and appoint PM
- Land access and tenancy planning; negotiations; acquittal
- Risk planning
- Planning study
- Prepare Consultation Strategy
- Investigate options and prepare Procurement Strategy
- Project execution planning

### SITE INVESTIGATIONS
- Agendas
- Preliminary clearance of levees
- Initial level survey (levees)
- Detailed engineering survey
- Geotechnical investigations, boring & sampling
- Heritage investigations and survey
- Services investigation

### PRELIMINARY DESIGN INTERIM WORKS
- Preliminary design & documentation river zone
- Preliminary design & documentation levee zone
- Cost estimates
- Consultation
- Agency approvals & access agreements
- Secure approvals to proceed
- Tender calling and assessment

### PRELIMINARY DESIGN LONG TERM WORKS
- Preliminary design Northern Floodway & levee works
- Cost estimates
- Consultation
- Secure approvals by project
- Tender calling and assessment

### DETAILED DESIGN LONG TERM WORKS
- Northern Floodway: detailed design
- Cost estimation (quantity survey)
- Final appraisal
- Consultation
- Secure approvals by project
- Tender calling and assessment

### OFF-GROUND WORKS INTERIM WORKS
- Construction

### OFF-GROUND WORKS LONG TERM WORKS
- Construction

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Figure 6.1 Draft Implementation Plan

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7 Implementation costs

7.1 Project development – how much will this work cost?

Table 7.1 summarises the indicative (order of magnitude) costs for major elements of work (identified in this report) required to progress to on-ground works.

The scope of investigations and services required, along with associated costs, will be reviewed and updated as the project progresses.

Table 7.1 Indicative cost of major elements of work required to progress the project

<table>
<thead>
<tr>
<th>Item</th>
<th>Indicative Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CONFIRM THE SCOPE</td>
<td></td>
</tr>
<tr>
<td>Additional modelling &amp; damage assessment</td>
<td>$30,000</td>
</tr>
<tr>
<td>River channel condition / vegetation assessment</td>
<td>$60,000*</td>
</tr>
<tr>
<td>Levee inspection</td>
<td>$15,000</td>
</tr>
<tr>
<td>Scoping confirmation &amp; documentation</td>
<td>$10,000</td>
</tr>
<tr>
<td>Update indicative cost estimates &amp; estimate BCA</td>
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<tr>
<td>Prepare information package</td>
<td>$15,000</td>
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<tr>
<td>Initial Consultation</td>
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</tr>
<tr>
<td><strong>Sub-total Confirm Scope</strong></td>
<td><strong>$165,000</strong></td>
</tr>
<tr>
<td>2. DELIVERY FRAMEWORK</td>
<td></td>
</tr>
<tr>
<td>Governance arrangements</td>
<td>Internal cost</td>
</tr>
<tr>
<td>Establish project management group and appoint Project Manager</td>
<td>Internal cost</td>
</tr>
<tr>
<td>Ongoing Project Management</td>
<td>$120,000-$150,000/year</td>
</tr>
<tr>
<td>Land access and tenure negotiations (property consultant)</td>
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<tr>
<td>Risk planning</td>
<td>$10,000</td>
</tr>
<tr>
<td>Planning study</td>
<td>$15,000</td>
</tr>
<tr>
<td>Prepare Consultation Strategy</td>
<td>$10,000</td>
</tr>
<tr>
<td>Investigate options and prepare Procurement Strategy</td>
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<tr>
<td>Project execution planning</td>
<td>By Project Manager</td>
</tr>
<tr>
<td><strong>Sub-total Delivery Strategy</strong></td>
<td><strong>$145,000 (excl. PM)</strong></td>
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<td>3. SITE INVESTIGATIONS</td>
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<tr>
<td>Preliminary clearance of levees</td>
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<td>Initial level survey (levees)</td>
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<td>Detailed engineering survey</td>
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<td>Geotechnical investigations</td>
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<td><strong>Sub-total Site Investigations</strong></td>
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<tr>
<td>Item</td>
<td>Indicative Cost</td>
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<tr>
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<td>4. PRELIMINARY DESIGN IMMEDIATE WORKS</td>
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<tr>
<td>Preliminary design &amp; documentation river works</td>
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<tr>
<td>Consultation</td>
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<tr>
<td>Tender call(s) and assessment</td>
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<td>5. PRELIMINARY DESIGN LONG-TERM WORKS</td>
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<td>Preliminary design &amp; documentation Northern Floodway &amp; levee works</td>
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<td>Consultation</td>
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<td>Cost estimates</td>
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<tr>
<td><strong>Sub-total Preliminary Design Long term works</strong></td>
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<td>6. DETAILED DESIGN LONG TERM WORKS</td>
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<tr>
<td>Northern floodway detailed design &amp; documentation</td>
<td>200,000</td>
</tr>
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<tr>
<td>7. CONSTRUCTION SUPERINTENDENCE</td>
<td><strong>$100,000</strong></td>
</tr>
</tbody>
</table>

*Cost will be dependent upon extent of vegetation assessments. Detailed assessment could be deferred to site investigations stage.*

### 7.2 Capital cost

Order of magnitude estimates for the cost to implement the Northern Floodway works, including the immediate river and levee remedial works, were prepared by AWE as part of the 2016 Flood Review project.

The estimate included allowance for:

- Concept Design
- Detailed Design
- Tender and administration
- Land acquisition
- Construction

A 30% contingency was allowed on the total, reflective of the feasibility level of work that has been undertaken to date.

The current estimate is summarised in Table 7.2.
Table 7.2  Northern Floodway and levee improvements indicative cost estimate

<table>
<thead>
<tr>
<th>Element</th>
<th>Indicative cost *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concept Design</td>
<td>$350,000</td>
</tr>
<tr>
<td>Detailed Design</td>
<td>$125,000**</td>
</tr>
<tr>
<td>Tender and administration</td>
<td>$100,000</td>
</tr>
<tr>
<td>Land acquisition</td>
<td>$9,170,000</td>
</tr>
<tr>
<td>Construction</td>
<td>$11,182,684</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>$20,927,684</strong></td>
</tr>
<tr>
<td>Contingency</td>
<td>$6,278,305</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27,000,000</strong></td>
</tr>
</tbody>
</table>

* From AWE (2017)
** 'Detailed Design' costs differ from the cost provided in Table 7.1 ($125,000 vs. $255,000) due to additional inclusions in Table 7.1’s design cost estimate.

Excluding design (concept and detailed) and tender and administration costs, the capital construction cost, including land acquisition is $26,500,000, including a 30% contingency allowance.

The above costs are for the implementation of immediate works as well as long term works.

A key step in progressing the implementation of the works will be updating the capital cost estimates (including land acquisition) at a number of milestones, including:

- Scope confirmation stage
- Agreement on land tenure proposal (acquisition / compensation costs)
- Preliminary design
- Detailed design / pre-tender

At preliminary design stage, the services of a suitably qualified quantity surveyor will be engaged to prepare cost estimates for the various elements of the works. As discussed in Section 4.3 a property consultant will be engaged to assist with the estimation of costs associated with securing the required access to land for the purposes of implementing the on-ground works.

7.3 Operations and maintenance costs

Ongoing maintenance of the Gawler River channel, levees and floodway will be required to maintain the new system to fulfil its intended flood mitigation function. Ongoing maintenance will be the responsibility of the GRFMA.

A preliminary maintenance schedule and indicative costs are provided below.

Table 7.3  Indicative maintenance schedule and costings

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>River channel maintenance</strong></td>
<td></td>
</tr>
<tr>
<td>Inspection of river channel for weed growth, erosion, sediment accumulation and documentation of river condition</td>
<td>Annual</td>
</tr>
<tr>
<td>Weed control in priority areas</td>
<td>Annual</td>
</tr>
<tr>
<td>Task</td>
<td>Frequency</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Additional weed removal</td>
<td>Annual or as budget permits</td>
</tr>
<tr>
<td>Additional revegetation</td>
<td>As required</td>
</tr>
<tr>
<td>Removal of debris and sediment accumulation – river bed</td>
<td>Biennial (2 yearly)</td>
</tr>
<tr>
<td>Removal of debris accumulation at bridge / culvert structures</td>
<td>As required (assume annual)</td>
</tr>
</tbody>
</table>

**Levees**

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| Levee survey and record of settlement                                 | Biannual (twice/year) for first two years, annually year 3-10  
Frequency may be able to be reduced after year 10  |
| Levee inspection for defects (rabbit holes, slumping, erosion, cracking) | Annual and following high flow events         |
| Weed control (spraying / slashing)                                   | Annual                                        |
| Fence inspection and repair                                          | Annual                                        |
| Top up / repair of levees                                             | As required                                   |

**Floodway**

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floodway inspection</td>
<td>Annual</td>
</tr>
<tr>
<td>Weed control</td>
<td>Annual, dependent on land-use within floodway</td>
</tr>
<tr>
<td>Removal of debris accumulation at bridge / culvert structures</td>
<td>As required (assume annual)</td>
</tr>
<tr>
<td>Fence inspection and repair</td>
<td>Annual</td>
</tr>
</tbody>
</table>

Annual or scheduled maintenance is likely to come at significant cost to maintain the levees in good repair, and prevent the river returning to an overgrown state.

Maintenance costs, especially those related to levee maintenance, are likely to be driven by the extent of work undertaken during the construction phase. For example, if all levees are cleared and reconstructed with safe, trafficable crests, maintenance will be far easier and cheaper than maintaining levees with irregular cross sections not able to be safely accessed by vehicle. This is principally because it will enable maintenance tasks (level survey, inspections, weed spraying, repairs) to be undertaken by vehicle, rather than on foot.

Whilst costs have not yet been allocated against individual tasks, it is anticipated that the costs could be in the order of $300,000/year. Operations and maintenance costs will be estimated following confirmation of the project scope, and again following completion of the preliminary designs.
8 References


Gawler River Floodplain Management Authority (GRFMA) *Business Plan 2017-2020*.


## Glossary of terms

### Annual Exceedance Probability
Annual Exceedance Probability (AEP) refers to the probability of a flood event occurring in any year, expressed as a percentage. For example, a large flood which may be calculated to have a 1% chance to occur in any one year, is described as 1% AEP. A 1% AEP flood event is equivalent to a 100-year ARI event.

### Average recurrence interval
Flood risk is often described in terms of Average Recurrence Interval (ARI). This is the number of years on average, within which a given flood will be equalled or exceeded. A 100-year ARI flood will be equalled or exceeded once in 100 years on average. It has a 1% probability of occurring in any given year. A 20-year ARI flood will be equalled or exceeded once in 20 years on average, and so on.

Due to the random nature of floods, however, a 100-year flood need not occur in every 100 years and conversely, several floods which exceed the 100-year flood could occur within any one period of 100 years.

The ARI of an event is approximately equivalent to the inverse of the AEP.

### Average Annual Damage
Depending on its size (or severity), each flood will cause a different amount of damage to a flood-prone area. Large floods will cause more damage than small floods. The average annual damage is the average damage per year that would occur in a particular area from flooding over a very long period of time. In many years there may be no damage, in some years there will be minor damage (caused by small, relatively frequent flood events) and in some years there will be major damage (caused by large, rare flood events). Average annual damage provides the basis for comparing the economic effectiveness of different management measures against floods of all sizes, i.e. their ability to reduce the AAD.

### Catchment
The surface area of land that collects and drains water into a river or other waterway. Catchments can include both rural and urban areas.

### Flood control dam / flood mitigation dam
A man-made reservoir connected to a waterway that provides a temporary storage for floodwaters, potentially reducing or delaying the likelihood or magnitude of downstream flooding.

### Flood damage
“Flood damage” is the tangible and intangible costs of flooding. Tangible costs are quantified in monetary terms (e.g. damage to goods and possessions, loss of income or services in the flood aftermath). Intangible damages represent the increased levels of physical, emotional and mental health problems suffered by flood affected people and attributed to a flooding episode. Intangible damages are difficult to quantify in monetary terms.

### Flood hazard
Potential loss of life, injury and economic loss caused by future flood events. The degree of hazard varies with the severity of flooding and is affected by flood behaviour (extent, depth, velocity, duration and rate of rise of floodwaters), topography, population at risk and emergency management.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floodplain</td>
<td>Land adjacent to a waterway, subject to occasional flooding (up to and including the probable maximum flood). Floodplains can be narrow, steep, wide and/or flat, and can extend several kilometres from the waterway.</td>
</tr>
<tr>
<td>Flood preparedness</td>
<td>Flood preparedness refers to measures taken to prepare for and reduce the effects of floods.</td>
</tr>
<tr>
<td>Flood warning</td>
<td>Advice on impending flooding provided so people can take action to minimise its negative impacts.</td>
</tr>
<tr>
<td>Present value damage</td>
<td>In relation to flood damage, is the sum of all future flood damages that can be expected over a fixed period (e.g. 30 years) expressed as a cost in today’s value.</td>
</tr>
</tbody>
</table>
7.5.4 DEBATE AGENDA – REGULATORY SERVICES REPORT

7.5.4.1

NOMINATIONS FOR THE ADELAIDE & MOUNT LOFTY RANGES BUSHFIRE MANAGEMENT COMMITTEE

B3262

Author: Manager, Regulatory Services

PURPOSE

To nominate Council representatives for the Adelaide and Mount Lofty Ranges Bushfire Management Committee for the coming three year period.

RECOMMENDATION

That the State Bushfire Coordination Committee be advised that Council nominates the following representatives to sit on the Adelaide and Mount Lofty Ranges Bushfire Management Committee for a three year term commencing 1 July 2018, until 30 June 2021.

Representative: Jamie Turley, Manager Regulatory Services
Proxy Representative: Steven Rigby, General Inspector

REPORT

Introduction
Correspondence has been received from the State Bushfire Coordination Committees requesting Council nominates a representative for the Adelaide and Mount Lofty Ranges Bushfire Management Committee. This correspondence is provided as Attachment 1, which also details the functions of Bushfire Management Committees.

Discussion
The current term of the Bushfire Management Committee is due to expire on 30 June 2018. Council therefore needs to nominate representatives for the coming three year period. Both staff members have been consulted.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Correspondence – State Bushfire Coordination Committee
COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Community and Culture

Corporate Plan

2.10 Collaborate with key emergency management stakeholders and provide support for community safety initiatives.

Legislative Requirements

Section 72, Fire and Emergency Services Act 2005

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Considerations
No additional financial impacts are expected as a result of the nominations. Staff attendance at meetings has been incorporated into the 2018/19 budget process.

Resource Considerations
No additional resource impacts are expected as a result of the nominations.

COMMUNITY CONSULTATION

Consultation is not required under policy or legislative requirements.
Dear Mr McCarthy

RE: NOMINATION FOR THE ADELAIDE MT LOFTY RANGES BUSHFIRE MANAGEMENT COMMITTEE

The term of the current Bushfire Management Committee is due to expire on the 30th of June 2018 and I am writing to you to once again seek a representative and a deputy for the Adelaide Mt Lofty Ranges Bushfire Management Committee.

The State Bushfire Coordination Committee has agreed that each local council within the Bushfire Management Area is entitled to be represented on the Committee by the Chief Executive Officer or a Senior Manager from council staff.

Your current representative is Jamie Turley and the deputy is not nominated.

The roles and responsibilities of the State Bushfire Coordination Committee and the Bushfire Management Committees are attached.

It is the intention to have Bushfire Management Committees established by the end of June 2018 to enable the Committee’s decision-making to be in place for the 2018-19 Fire Danger Season. The term of appointment will for 3 years until 30th June 2021.

I would greatly appreciate it if you could provide the name and contact details of your representative and deputy on the attached form to Margaret Carter at margaret.carter2@sa.gov.au by the 30th of April 2018 please.

If you have any questions regarding the establishment of the Bushfire Management Committee, please feel free to contact me on (08) 8115 3360.

Thank you for your ongoing commitment to bushfire management planning.

Yours sincerely,

Leigh Miller
Executive Officer.
Bushfire Management Committee
Membership Nomination Form

Bushfire Management Committee Members have a three year term.

It is the individual committee members' responsibility to ensure that the BMC understands the roles and responsibilities of the individual organisation/agency in terms of bushfire management activities.

Although the SACFS is responsible for providing an officer to undertake the Executive Officer role, all members of the BMC are equal and have equal responsibility to ensure the roles and functions and work of the Committee are undertaken.

Each Member should express the full range of opinions and needs of their organisation/agency, including the risk of adopting or not adopting particular course of action.

All BMC Members are required to ensure that the work of the Committee is carried out in a timely fashion. BMC Members are not expected to complete the work of the Committee as an individual, but collectively as a whole with shared responsibilities.

It is the responsibility of individual Committee Members for regular attendance at meetings and to make an apology if they cannot attend.

It is the individual Members responsibility that they prepare for meetings, reading minutes, the agenda and any associated papers, and to ensure that any actions that they were required were followed up.

An organisation/agency may have a Deputy to their member and where essential the Member may send their Deputy. However, sending a deputy must not become a standard practice. It is up to the BMC Member to inform the Deputy what they may or may not commit to on their behalf, ensure the Deputy understands the role of the BMC and implications of its deliberations and decisions.

A full description of the responsibilities, role and function of organisations and the BMC (and its Members) are outlined in the SBCC Administrative Guidelines for the SBCC and BMC (October 2010) available from the Executive Officer of the relevant BMC.

Please forward your nominations by email or Post to;

The Administration Officer at Margaret.carter2@sa.gov.au

or

Margaret Carter, SA Country Fire Service, GPO Box 2468 Adelaide, SA 5001
### Bushfire Management Committee
#### Membership Nomination Form

<table>
<thead>
<tr>
<th>Nominated BMC Region:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination Organisation:</td>
<td></td>
</tr>
<tr>
<td>Chief Executive Officer:</td>
<td></td>
</tr>
<tr>
<td>Business Address:</td>
<td></td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

#### Member/Deputy Nomination

<table>
<thead>
<tr>
<th>Nomination Type (Member/Deputy):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Give Name(s):</td>
<td></td>
</tr>
<tr>
<td>Organisational Position/Job Title:</td>
<td></td>
</tr>
<tr>
<td>Business Address:</td>
<td></td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Day time Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Mobile Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

#### Admin Assistant to Member (if arrangements in place)

| Name: |  |
| Title: |  |
| Postal Address: |  |
| Day Time phone number: |  |
| Mobile Number: |  |
| Email Address: |  |

The Nominee is aware of the responsibilities of the membership and has accepted to undertake the role on behalf of the organisation.

Nominee Signature __________________________ Dated __________

The above nomination has been endorsed by the Organisation/Agency and on behalf of the Organisation/Agency is endorsed by:

Name of Person Authorising Nomination __________________________

Title of Authorising Person __________________________

Signature __________________________ Date __________
Fire and Emergency Services Act, 2005

Subdivision 2—Bushfire management committees

72—Establishment of bushfire management areas

(1) The Governor may, by proclamation made on the recommendation of the State Bushfire Coordination Committee, divide the State into bushfire management areas.

(2) The State Bushfire Coordination Committee must, in formulating a recommendation for the purposes of subsection (1) —

(a) give attention to the nature and form of the natural environment; and

(b) take into account local government boundaries or areas and Natural Resources Management regions.

(3) The Governor may, by subsequent proclamation made on the recommendation of the State Bushfire Coordination Committee —

(a) vary the boundaries of any bushfire management area;

(b) abolish a bushfire management area (on the basis that a new division is to occur).

72A—Establishment of bushfire management committees

(1) The State Bushfire Coordination Committee must establish a bushfire management committee for each bushfire management area.

(2) The composition of a bushfire management committee will be determined by the State Bushfire Coordination Committee after consultation with the Minister (and the State Coordination Bushfire Committee will then make appointments to the committee).

(3) A member of a bushfire management committee will be appointed for a term determined by the State Bushfire Coordination Committee on conditions approved by the Minister and, at the expiration of a term of appointment, is eligible for reappointment.

(4) The State Bushfire Coordination Committee may remove a member of a bushfire management committee from office for any reasonable cause.

(5) The office of a member of a bushfire management committee becomes vacant if the member—

(a) dies; or

(b) completes a term of office and is not reappointed; or

(c) resigns by written notice to the State Bushfire Coordination Committee; or

(d) is removed from office under subsection (4).

(6) On the office of a member becoming vacant, a person must be appointed in accordance with this Act to the vacant office.
(7) The State Bushfire Coordination Committee may appoint a suitable person to be a deputy of a member of a bushfire management committee.

(8) The State Bushfire Coordination Committee will determine the quorum of a bushfire management committee.

(9) A bushfire management committee must comply with any requirement of the State Bushfire Coordination Committee relating to the conduct of its business but otherwise may determine its own procedures.

72B—Functions of bushfire management committees

(1) A bushfire management committee has the following functions:

(a) to advise the State Bushfire Coordination Committee on bushfire prevention in its area;

(b) to promote the coordination of policies, practices and strategies relating to bushfire management activities within its area;

(c) to prepare, and to keep under review, a Bushfire Management Area Plan for its area, and to ensure that this plan is consistent with the State Bushfire Management Plan;

(d) to oversee the implementation of its Bushfire Management Area Plan and to report to the State Bushfire Coordination Committee or, if it thinks fit, to the Minister, on any failure or delay in relation to the implementation of the plan;

(e) to prepare, or initiate the development of, other plans, policies, practices or strategies to promote effective bushfire management within its area;

(f) to convene local or regional forums to discuss issues associated with bushfire management within its area, and to work with local communities to promote and improve effective bushfire management;

(g) at the request of the Minister or the State Bushfire Coordination Committee, or on its own initiative, to provide a report on any matter relevant to bushfire management within its area;

(h) to carry out any other function assigned to the bushfire management committee under this or any other Act, by the Minister or by the State Bushfire Coordination Committee.

(2) SACFS is responsible for providing an officer of SACFS to undertake the role of Executive Officer of a bushfire management committee.

(3) A bushfire management committee is, in the performance of its functions, subject to the control and direction of the State Bushfire Coordination Committee.

72C—Power of delegation

(1) A bushfire management committee may delegate a function or power of the bushfire management committee under this or any other Act —

(a) to a person for the time being performing particular duties or holding or acting in a particular office or position; or

(b) to any other person or body.
(2) A delegation under this section —
(a) must be by instrument in writing; and
(b) may be absolute or conditional; and
(c) does not derogate from the ability of the regional bushfire management committee to act in any matter; and
(d) is revocable at will.

(3) A function or power delegated under this section may, if the instrument of delegation so provides, be further delegated.

72D—Use of facilities
A bushfire management committee may, by arrangement with the relevant body, make use of the services of the staff, equipment or facilities of —
(a) SACFS; or
(b) SAMFS; or
(c) a council; or
(d) another public authority or entity
7.5.4 DEBATE AGENDA – REGULATORY SERVICES REPORT

7.5.4.2

BUSHFIRE LAST RESORT REFUGE – SPRINGTON OVAL
B3262

Author: Manager, Regulatory Services

PURPOSE

To seek Council support for the re-assessment of the Springton Oval as a Last Resort Refuge.

RECOMMENDATION

That Council supports a submission to Adelaide and Mount Lofty Ranges Bushfire Management Committee seeking the reassessment of the Springton Oval by the South Australian Country Fire Service as a Last Resort Refuge.

REPORT

Introduction
In 2010 the South Australian Country Fire Service (CFS) undertook an assessment of areas within the Council area for suitability as places of Last Resort in the event of a bushfire threatening the area.

Following this initial assessment, three areas were deemed suitable. A request has been received from the Springton CFS Brigade seeking the reassessment of the Springton Oval as a place of Last Resort during a bushfire.

Discussion
These areas of Last Resort are areas where members of the community may choose to go in the event that their personal bushfire survival plan has failed. They are often areas of open space which provide appropriate separation distances from radiant heat and direct flame contact. There are no guarantees of any services being provided.

One of the factors taken into account is the distance from surrounding vegetation, which include grassland, crops, open paddocks and scrub land.

With some residential development having occurred to the North of the Springton Oval, changes in property ownership and improved maintenance standards of the oval, a review is considered appropriate.
Existing places of last resort within the Council area:

- Talunga Park, Melrose Street, Mount Pleasant
- Curdnatta Recreation Park, Davies Road, Sandy Creek
- Stockwell Recreation Park, Sturt Highway, Stockwell

Should Council support the proposal, a further report will be provided in due course.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Correspondence – Springton CFS Brigade

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Community and Culture

Corporate Plan

2.10 Collaborate with key emergency management stakeholders and provide support for community safety initiatives.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial Considerations
No additional financial impacts are expected as a result of the assessment. Should the area be deemed suitable, signage will need to be installed which will be detailed in a later report.

Resource Considerations
No additional resource impacts are expected.

COMMUNITY CONSULTATION

Consultation is not required under policy or legislative requirements.
8 May 2018

Jamie Turley
Barossa Fire Prevention Officer
Barossa Council
43/51 Tanunda Road
NURIOOTPA SA 5355

Dear Jamie

Further to your recent conversation with Anna Glynne, I write on behalf of the Springton CFS brigade to request the CFS Bushfire Management Committee assess the Springton oval, Graetz Terrace with regard to being a ‘place of last resort’. If the Oval and surrounds are currently considered not suitable, please ask the Committee to indicate what would need to be addressed in order to be acceptable.

Yours sincerely

Grant Kelly
CFS Springton Captain